

## **ON-CALL LANDSCAPE ARCHITECTURAL PLANNING, DESIGN, AND RELATED CONSULTING SERVICES AGREEMENT**

**THIS AGREEMENT** is made between the **CITY AND COUNTY OF DENVER** (the "City"), a municipal corporation of the State of Colorado, and **RUSSELL + MILLS STUDIOS**, a Colorado corporation, with an address of 506 South College Ave., Ste. A, Fort Collins, CO 80524-3247 (the "Design Consultant"), collectively "the Parties".

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants and obligations herein set forth, the Parties hereto mutually agree as follows:

### **SECTION 1 – ENGAGEMENT**

1.01 **Engagement.** The City engages the Design Consultant with respect to the furnishing of professional design services under **Exhibit A**, attached hereto and incorporated herein, on an on-call basis and as set forth in this Agreement. The Design Consultant accepts such engagement upon, subject to and in accordance with the terms, conditions and provisions of this Agreement.

1.02 **Line of Authority for Contract Administration.** The City's Executive Director of the Department of Parks and Recreation ("DPR") ("Executive Director") is the City's representative responsible for authorizing and approving the work performed under this Agreement. The Executive Director shall designate a DPR Project Manager ("Project Manager") as the Executive Director's authorized representative for the purpose of issuing a written Notice to Proceed and for purposes of administering, coordinating and final approval of the work performed by the Design Consultant under this Agreement. The Project Manager shall be responsible for the day-to-day administration, coordination and approval of work performed by the Design Consultant, except for approvals which are specifically identified in this Agreement as requiring the Executive Director's approval. The Executive Director expressly reserves the right to designate another authorized representative to perform on the Executive Director's behalf by written notice to the Design Consultant.

1.03 **Independent Contractor.** The Design Consultant is an independent contractor retained to perform professional or technical services for limited periods of time. Neither the Design Consultant nor any of its employees are employees or officers of the City under Chapter 18 of the Denver Revised Municipal Code ("D.R.M.C"), or for any purpose whatsoever.

1.04 **Scope of Design Consultant's Authority.** The Design Consultant shall have no authority to act on behalf of the City other than as expressly provided in this Agreement. The Design Consultant is not authorized to act as a general agent for or to undertake, direct or modify any contracts on behalf of the City. The Design Consultant lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters that purport to obligate the City must be executed by the City in accordance with the City's Charter and the D.R.M.C.

1.05 **Task Order.** As the Executive Director determines the need and availability of funding for each Work Project, the City will issue a Task Order to the Design Consultant detailing the nature and extent of services to be provided and the timeframes for the Work Project, with a projected amount to be paid to the Design Consultant (the "Work Project Amount") based on the Work items contained in the scope of services in **Exhibit A**. **Exhibit B** attached to this Agreement and incorporated herein by reference contains the Rate Schedules, which the Design Consultant acknowledges and affirms that the City may rely upon in the preparation of Task Orders as provided herein. **Exhibit C** attached to this Agreement and incorporated herein by reference substantially reflects the form of the Task Order to be issued by the City. Following receipt of the issued Task Order, the Design Consultant shall, within two (2) business days and in good

faith, confirm the scope of services detailed therein and the associated Work Project Amount, all of which must be in accordance with the terms and conditions of this Agreement, and respond back to DPR as to the Design Consultant's ability to initiate and complete the Work Project in the timeframes specified in the Task Order. The Design Consultant assumes all responsibility and risks, including any additional work or additional costs, for failure to confirm the completeness and accuracy of the Task Order and the Work Project Amount, including any inquiries with the Project Manager as to any directions or specifications in the Task Order which are not clear. If the Design Consultant fails to contact DPR within two (2) business days following receipt of the issued Task Order and state unequivocally that the Design Consultant is ready and willing to perform the Work Project in the manner and timeframes indicated on the Task Order, the City reserves the right to immediately withdraw the issued Task Order. Upon the Design Consultant executing the Task Order, the City shall finalize and execute the Task Order for the Work Project and return a copy of the executed Task Order to the Design Consultant. The City will not execute the Task Order unless any material changes proposed by the Design Consultant to the terms of the issued Task Order and/or additions to the Work Project Amount are deemed acceptable by the Executive Director and incorporated into the Task Order and until funding adequate to cover the entire Work Project Amount is available.

1.06 Task Order Change. If, after execution of a Task Order and commencement on the Work Project, additions, deletions or modifications to the Work described in the Task Order, along with any associated changes in the Work Project Amount, are required by the City or are requested by the Design Consultant and approved in advance by the Executive Director, a Task Order Change, in substantially the form as set forth in **Exhibit D** attached to this Agreement and incorporated herein by reference, may be issued in accordance to the same standards and procedures prescribed for Task Orders. The Design Consultant shall promptly and thoroughly review and respond to the proposed changes, in accordance with the same standards and procedures prescribed for Task Orders, and notify the Project Manager that the Design Consultant is ready and willing to perform the Work Project in the manner and timeframes as modified by the Task Order Change. The City will not execute the Task Order Change unless any material changes proposed by the Design Consultant to the terms of the issued Task Order and/or additions to the Work Project Amount are deemed acceptable by the Executive Director and incorporated into the Task Order Change and until funding adequate to cover the entire Work Project Amount, if modified, is available.

## **SECTION 2 – DESIGN CONSULTANT'S SERVICES**

2.01 General. The Design Consultant shall provide professional design services for any assigned project, on an as-needed basis, in accordance with the terms and conditions of this Agreement.

### 2.02 Professional Responsibility; Project Requirements.

- (a) All of the work performed by the Design Consultant under this Agreement shall be performed in accordance with the standards of care, skill and diligence provided by competent professionals who perform work of a nature similar to the Work described in this Agreement.
- (b) The Design Consultant agrees to strictly conform to and be bound by written standards, criteria, budgetary considerations and memoranda of policy furnished to it by the City and further agrees to design each project in compliance with applicable laws, statutes, codes, ordinances, rules and regulations, and industry standards.
- (c) All professional services, plans and specifications and other work, or deliverables provided under this Agreement for the Work Project shall be adequate and sufficient for the proper construction of the Work Project and its intended purpose.

- (d) All drawings, specifications and other products shall be prepared so the Work Project, when constructed in accordance with such drawings and specifications, is in compliance with all applicable laws, statutes, codes, ordinances, rules and regulations and executive orders of the City, the state and the federal government.
- (e) Any design changes required by changes in such applicable laws, statutes, codes, ordinances or rules and regulations of the City, the state or the federal government, which are enacted after the City's acceptance of Construction Documents, defined herein, will be outside the scope of the Design Consultant's basic services and basic fee, and will be compensated for approval as a supplemental service, subject to the supplemental services budget for that project.
- (f) The Design Consultant shall prepare the plans, specifications and other projects for each Task Order in a format that complies with all City requirements as well as all state and federal requirements for that project. No funds will be paid to the Design Consultant for the preparation of Contract Documents in a form other than that considered usual and customary by DPR. It shall be the responsibility of the Design Consultant to contact the reviewing agencies and determine the acceptable format for the final documents. No documents will be considered final until approved by the City, even if any responsible federal and state agencies have approved such documents.
- (g) Without limiting the foregoing, unless it is specifically directed otherwise in writing by the Executive Director, the Design Consultant shall comply with DPR Standards for the final deliverable Record Documents. Final Payment will be held until the receipt of the Record Documents.
- (h) The City reserves the right to proceed with the construction of each project using either the City's standard general contractor bidding approach, on-call contractors or using construction management techniques. The Design Consultant agrees to organize its Contract Documents for either construction technique and to coordinate the construction documents into selected bid packages, as appropriate. The City will notify the Design Consultant prior to the completion of the Schematic Design Phase which method will be used and the amount of work or the limits of construction to be included in the proposed bid package(s).
- (i) The reports, studies, drawings and specifications and other products prepared by the Design Consultant under this Agreement, when submitted by the Design Consultant to the Executive Director and the user agency for any identified phase of a project, must represent a thorough study and competent solution for the project as per usual and customary professional standards and shall reflect all architectural and engineering skills applicable to that phase of the project.
- (j) The responsibilities and obligations of the Design Consultant under this Agreement shall not be relieved or affected in any respect by the presence on the site of any agent, consultant or subconsultant, or an employee of the City.
- (k) The Design Consultant shall provide all professional services required by the City in defending all claims against the City which relate in any way to alleged default hereunder, errors or omissions of the Design Consultant or its subconsultants, without additional compensation.

2.03 Program and Budget.

- (a) The Design Consultant agrees to review the City's program and budget for each assigned Task Order and further agrees, unless it has timely notified the City that the project cannot be accomplished within such budget, to accomplish the project within the intent of the program and established budget. Should the Design Consultant determine that an assigned Task Order cannot be accomplished within the established budget, the Design Consultant shall immediately notify the City, in writing, so that the project scope or project budget can be reviewed and modified if necessary.
- (b) The term "Project Construction Cost" shall mean the estimated cost to the City of actually constructing an assigned project, but such cost shall not include any Design Consultant's or special consultant's fees or reimbursements or the cost of equipment installed by the City under separate contract, unless the Design Consultant is required by the City to prepare drawings and specifications for such equipment. The initial Project Construction Cost for the project to which the Design Consultant is assigned shall be provided to the Design Consultant at the time the Design Consultant prepares its proposal for that project. Such cost shall be subject to increase or decrease at the sole option of the Executive Director.
- (c) If the City requires the Design Consultant to prepare a formal cost estimate for a particular Task Order, the Design Consultant agrees to design the project within the project's estimated Project Construction Cost. Should all responsive bids or proposals received for the project work provided for in the design exceed such cost, the Design Consultant agrees to redesign the Work Project at no additional cost to City and, in a manner acceptable to the City.

2.04 Coordination and Cooperation.

- (a) The Design Consultant agrees to perform under this Agreement in such a manner and at such times that the City or any Contractor who has work to perform, or contracts to execute, can do so without unreasonable delay.
- (b) Coordination with the City and other involved agencies shall be a continuing work item through all phases of each assigned Task Order. Such coordination shall consist of regular progress and review meetings with the City, work sessions with DPR, or as otherwise directed by the City. Such coordination may also include field and office reviews of plans and documents as required during the development of the design for any specific project. The Design Consultant shall document all such conferences and distribute notes to the City upon request.

2.05 Personnel Assignments.

- (a) The key professional personnel identified in **Exhibit B** will be assigned by the Design Consultant or its subconsultants to perform the services required under this Agreement, as appropriate.
- (b) The Design Consultant's services shall be diligently performed by the regular professional and technical staff of the Design Consultant. In the event the Design Consultant does not have as part of its regular staff certain professional consultants,

then such consulting services shall be performed, with City approval, by practicing professional consultants outside of the employ of the Design Consultant.

- (c) The Design Consultant agrees, at all times during the term of this Agreement, to maintain on its payroll or to have access to outside subconsultants, professional design personnel and technicians in sufficient strength to meet the requirements of the City. Such personnel and technicians shall be of the classifications referenced in **Exhibit B**. The hourly rates specified therein include all costs except those specifically referenced as reimbursables in the appropriate hourly rate schedule.
- (d) Prior to designating an outside professional to perform subconsultant work, the Design Consultant shall submit the name of such subconsultant, hourly rates, and résumés of training and experience in work of like character and magnitude of the project being contemplated, and a conflict of interest statement (if applicable) pursuant to paragraph 2.5(h), to the Project Manager and receive prior approval in writing.
- (e) It is the intent of the Parties hereto that all key professional personnel be engaged to perform their specialty for all such services required by this Agreement and that the Design Consultant's and the subconsultant's key professional personnel be retained for the life of this Agreement to the extent practicable and to the extent that such services maximize the quality of work performed hereunder.
- (f) If the Design Consultant or a subconsultant decides to replace any of its key professional personnel, the Design Consultant shall notify the Project Manager in writing of the desired change. No such changes shall be made until replacement personnel are recommended by the Design Consultant and approved in writing by the Project Manager, which approval shall not be unreasonably withheld.
- (g) If, during the term of this Agreement, the Executive Director determines that the performance of approved key professional personnel or a subconsultant is not acceptable, they shall notify the Design Consultant and give the Design Consultant the time which the Executive Director considers reasonable to correct such performance. Thereafter, they may require the Design Consultant to reassign or replace such key professional personnel. If the Executive Director notifies the Design Consultant that certain of its key professional personnel or a subconsultant should be replaced, Design Consultant will use its best efforts to replace such key professional personnel or a subconsultant within ten (10) days from the date of the Executive Director's notice.
- (h) Neither the Design Consultant nor any subconsultant shall have other interests which conflict with the interests of the City, including being connected with the sale or promotion of equipment or material which may be used on a Task Order to which they may be assigned, and the Design Consultant shall make written inquiry of all of its subconsultants concerning the existence of a potential for such conflict. In unusual circumstances, and with full disclosure to the City of such conflict of interest, the City, in its sole discretion, may grant a written waiver for the particular consultant or subconsultant.

- (i) Actions taken by the City under this Article shall not relieve the Design Consultant of its responsibility for contractual or professional deficiencies, errors or omissions.
- (j) The Design Consultant shall submit to the Project Manager a list of any additional key professional personnel who will perform work under this Agreement within thirty (30) days after this Agreement has been executed, together with complete résumés, hourly rates, and other information describing their ability to perform the tasks which may be assigned. Such additional personnel must be recommended by the Design Consultant and approved by the Project Manager before they are assigned to a specific Task Order.
- (k) The Project Manager shall respond to the Design Consultant's written notice regarding replacement of key professional personnel within fifteen (15) days after the Project Manager receives the list of changes. If the Project Manager does not respond within that time, the changes shall be deemed to be approved.

2.06 Basic Services – General.

- (a) The Design Consultant shall, under the general direction of and at the written request of the Executive Director, furnish experienced architectural personnel to support DPR's existing personnel. Subject to an express, agreed upon limitation of such duties set forth in any approved Task Order proposal for the particular project assigned to the Design Consultant under this Agreement, the Design Consultant agrees to perform all of the services and duties set forth in this Agreement in regard to each project to which it is assigned and its proposal is approved.
- (b) When directed by the Executive Director to perform under this Agreement on a particular Task Order, the Design Consultant shall prepare a project-specific proposal in accordance with the provided scope or description of Work for that project. A separate project-specific proposal shall be prepared for each Task Order for which the Design Consultant's services are required and shall set forth, at a minimum, all of the following:
  - (1) The maximum fee for the Design Consultant's basic services.
  - (2) The supplemental services budget, limited to ten percent (10%) of the basic services fee for the Project.
  - (3) The budget for reimbursable expenses, if applicable.
  - (4) A description of the project and proposed scope of work (the "Work").
  - (5) An agreed upon schedule for the Design Consultant's performance of all phases of their work.
  - (6) A lump sum maximum price for all of the Design Consultant's Work.
  - (7) An Itemized Hourly Estimate per the key professional personnel and Rate Schedule in **Exhibit B**, unless waived by the Executive Director.

- (c) Upon approval by the Executive Director of a Task Order proposal, the approval and appropriation of funding for such Task Order, and the issuance of a written Notice to Proceed, the Design Consultant shall proceed to perform required Work.
- (d) The assigned Work shall be performed in conformance with the approved Task Order-specific proposal upon approval of the proposal.
- (e) The Design Consultant's basic services for each Task Order to which it is assigned may consist of any one or combination of the phases described below and shall include, but are not limited to the architectural, design, civil, structural, mechanical and electrical services appropriate to each phase of each project and the services described in **Exhibit A**.
- (f) The Design Consultant shall obtain written authorization from the Project Manager before proceeding with each phase of each assigned Task Order.
- (g) Nothing in this Agreement shall be construed as placing any obligation on the City to proceed with any phase beyond the latest phase authorized in writing by the City for each assigned Task Order. Further, nothing in this Agreement shall be construed as guaranteeing the Design Consultant any minimum amount of Work or number of projects assigned under this Agreement.
- (h) If a Task Order which is assigned to the Design Consultant under this Agreement is funded in whole or part by federal funds, each of the applicable terms set forth in any funding arrangement for such funds shall be, and by this reference is incorporated into the project-specific proposal for such project, and included in the Design Consultant's basic services responsibilities for such project.
- (i) The responsibilities and obligations of the Design Consultant under this Agreement shall not be relieved or affected in any respect by the presence on the site of any agent, consultant, subconsultant, or employee of the City.

2.07 Basic Services - Phase Specific. All of the services described in this Section 2.07, unless specifically noted as omitted in the project-specific proposal or Task Order for a specific project, are included in the Design Consultant Basic Fee for each project to which the Design Consultant is assigned.

- (a) Programming and Investigation Phase:
  - (1) The Design Consultant shall attend such conferences as may be required for a complete understanding of each Work Project, and the Design Consultant shall prepare and distribute all notices and minutes of such conferences to the City upon request. The Design Consultant shall manage the Project and the work of staff subconsultants in an efficient manner so that work produced meets the requirements of the contract and Task Order.
  - (2) If construction, design or document standards have been adopted by the City, the State, or the Federal government for the Project, the Design Consultant shall comply with all such standards when applicable.
  - (3) The Design Consultant shall perform all additional research or investigation it deems necessary to have a complete understanding of the Work Project. If

prior plans exist for the project the Design Consultant shall familiarize themselves with them and follow applicable guidance.

- (4) The Design Consultant shall review the needs and requirements of the City and affected agencies to determine the specific requirements of the specific Work Project based on the information provided by the City.
- (5) The Design Consultant shall then review the project requirements with the City to confirm its understanding of the Work Project program, budget and any applicable limitations.
- (6) The Design Consultant shall review and coordinate with all surveys, plans, special studies and engineering data necessary to properly investigate and report on the Work Project.
- (7) The Design Consultant shall then review with the City alternate methods or approaches to the design and construction of the Work Project and recommend those methods or approaches best suited to program needs and budget of City.
- (8) The Design Consultant shall also include as part of this phase all services included in the applicable portions of the applicable approved Work Project-specific proposal.

(b) Schematic Design Phase:

- (1) The Design Consultant shall not begin work on the Schematic Design Phase of any Work Project unless and until written notice to proceed with such phase is received from the Project Manager.
- (2) During the Schematic Design Phase for each Task Order, the Design Consultant shall, in response to the City's requirements, the budget restrictions of the Work Project and the format of design and construction selected by the City, prepare for the City's approval of Schematic Design Documents including, but not limited to, drawings and other documents that demonstrate and illustrate the conceptual design, scope and scale of the Work Project and the relationship of Work Project components. Such documents shall be in sufficient detail so as to allow the City to make knowledgeable and informed decisions as to the selection of alternatives and resolution of other scope and budget questions.
- (3) The Design Consultant shall also provide a preliminary Opinion of Probable Construction Cost of the Work Project for the City, taking into account the City's Work Project budget prior to payment for this phase of the work.
- (4) The Design Consultant shall also include as part of this phase all services included in the applicable portions of the applicable approved Work Project-specific proposal.

(c) Design Development Phase:



- (1) Prior to beginning the Design Development Phase of each Task Order, the Design Consultant shall obtain written approval of its final Schematic Design Documents and the Statement of Probable Cost.
- (2) The Design Consultant shall prepare Design Development Documents based upon the approved Schematic Design Documents and any adjustments in the program and budget authorized by the Executive Director.
- (3) The Design Development Documents shall include but not be limited to sufficient data, information and material to define the scope of the Work Project and to demonstrate the general design of the Work Project, including the size and character of the Work Project as to architectural, design, structural, mechanical and electrical systems, materials, and any other project elements appropriate under each Work Project scope and design.
- (4) As required, the Design Consultant shall prepare Design Development Drawings which shall include but not be limited to:
  - (i) Drawings which show existing trees, planimetric and topographic features and improvements affecting or relating to the proposed Work Project. The Design Consultant shall indicate tree protection zones, revisions to be made to existing topographic features and improvements such as grading and construction of drainage facilities. Where drainage facilities are to be provided, the Design Consultant shall indicate direction of flow and point of discharge by appropriate symbol or notes. Where permits are required Design Consultant shall prepare preliminary plans for review.
  - (ii) Drawings setting forth the basic information necessary to establish space requirements, layout and functional arrangement.
  - (iii) Drawings which show enlargements and preliminary of areas of detail, such as special use areas that demonstrate form, texture, color, structure and special use needs, including sections, elevations, details and other drawings and notes that fully depict the design of proposed elements.
  - (iv) Drawings demonstrating the location, dimension, sections, areas and capacities applicable to parking areas, access roads, driveways, walks, and similar features, including calculations for capacities and reference to standards applied.
  - (v) Drawings demonstrating the location and size of existing and proposed underground and above-ground utilities as needed for the construction of the Work Project, as well as elevations of gravity lines and location of proposed building connections with notations showing which of which of the necessary utility extensions or connections will be provided by others.
  - (vi) Drawings showing required irrigation calculations, hydrozones, mainline layouts and special conditions .

- (5) The Design Consultant shall prepare preliminary specifications which shall include but not be limited to DPR's current standard specifications as edited by the Design consultant, and an updated Work Project schedule.
- (6) The Design Consultant shall prepare an Opinion of Probable Construction Cost which shall be calculated by the Design Consultant to a uniform and detailed level, based on the drawings and the preliminary specifications for this phase of the Work Project, reflecting the probable project construction costs and taking into account the building trades and construction components utilized in the project design.
- (7) The Design Consultant shall also provide, as part of this phase, all services included in the applicable portions of the applicable approved Work Project-specific proposal.
- (8) The Design Consultant shall also provide outline specifications that include the use of LEED or SITES standards and contractor requirements for recycling and construction waste management, as applicable.

(d) Construction Documents Phase:

- (1) Prior to beginning the Construction Documents Phase, the Design Consultant shall obtain acceptance in writing of the Design Development Documents and the accompanying Statement of Probable Construction Cost. Upon acceptance by the City, in writing, of the Statement of Probable Construction Cost, such statement shall become the City's Final Budget for Project Construction. Acceptance of the Design Development Documents shall not be construed as approval of the adequacy of the Design Development Documents and shall not relieve the Design Consultant of any liability for any defaults, deficiencies, errors or omissions contained therein.
- (2) The Design Consultant shall prepare the Construction Documents from the approved Design Development Documents and by incorporation of any further changes authorized by the City and agreed to by the Design Consultant. The Construction Documents shall set forth in detail the requirements for the completion of the entire project. At a minimum, these documents must include complete information necessary to bid the project, and shall contain complete bidding documents meeting all City and, as applicable, State and Federal requirements.
- (3) The Construction Documents shall include, but not be limited to, complete drawings and specifications, compliant with the City's Construction General Conditions, setting forth the requirements for the completion of the Work Project in adequate, reasonable, reliable and final detail.
- (4) The Design Consultant shall file all documents necessary and required for the approval of the Work Project design by governmental authorities having jurisdiction over the project. The City will lend any required assistance, such as signing application(s) and paying any permit or other fees.

- (5) Acceptance of the Construction Documents shall not relieve the Design Consultant of any responsibility for design deficiencies, omissions or errors.
  - (6) All final plans and specifications shall bear the signature(s) and seal(s) of Design Consultant and/or the responsible subconsultant, in conformity with the requirements of Articles 4 and 25 of title 12, C.R.S. It is intended by the Parties that the Construction Documents, including all plans and specifications, will be signed and sealed, in whole or in part as appropriate, by the licensed professional engineer and/or architect in charge of the preparation of such plans and specifications or parts thereof. The Design Consultant shall be ultimately responsible for all design work provided under this Agreement.
  - (7) The Design Consultant shall make available for review, by the City, all design data forming the basis for drawings and specifications.
  - (8) The Design Consultant shall provide a list of long lead items to the Project Manager.
  - (9) The Design Consultant shall provide the City with a Final Opinion of Construction Cost based upon the submitted Design Documents for the City's consideration.
  - (10) The Design Consultant shall also include as part of this phase all services included in the applicable portions of the applicable approved Work Project-specific proposal.
  - (11) If the cost estimate indicates a budget shortfall, the Design Consultant shall assist the City by identifying items that could be bid as add alternates and identifying those items on the construction documents and in the Final Opinion of Project Cost.
- (e) Bidding Phase:
- (1) Prior to beginning the Bidding Phase of the Task Order, the Design Consultant shall obtain the City's acceptance, in writing, of the Construction Documents. Such acceptance shall not be construed as approval of the adequacy of the Construction Documents.
  - (2) The time schedule for work under this phase shall be governed by the times shown in the printed Work Project bid package(s), as modified by any addenda.
  - (3) During this phase, the Design Consultant's duties shall include, but not be limited to:
    - (i) Preparing and submitting the Work Project documents, bid documents for the written acceptance of the City prior to the advertising by the City and solicitation of bids. Such acceptance shall not be construed as approval of the adequacy of the documents and shall not relieve the

Design Consultant of the responsibility for design deficiencies, errors, or omissions;

- (ii) Preparation and submittal to the City of a tentative pre-bid Work Project schedule, in a form approved by the City, in sufficient detail to show the major completion milestones required by the City, and appropriate to the size, complexity and scope of the Work Project;
  - (iii) Providing the City with bid documents in accordance with the format required by the City;
  - (iv) Attending the prebid meeting and assisting the Project Manager with answering questions by bidders and approving "equals" to specified materials. Lists of those materials approved as equals shall be prepared as an addendum item, with explanatory notes if necessary;
  - (v) Assisting the Project Manager with the preparation of any necessary addenda and participating in the pre-bid conference with prospective bidders;
  - (vi) Reviewing all bids for the reasonableness of the bid price and the qualifications of the lowest responsive bidders; and
  - (vii) Performing all services included in the applicable portions of the applicable approved Work Project-specific proposal.
- (4) Value Engineering: The Design Consultant will lead the exercise to reduce costs by preparing a list of substitutions that can be accepted by the City to bring the Work Project back into budget if there is a budget shortfall.

(f) Construction Administration Phase:

- (1) The Construction Administration Phase shall commence with execution of the Construction Contract(s) and the issuance of the Notice to Proceed to the Project Contractor(s), or the first of them, by the City.
- (2) The time schedule for Design Consultant's Work under this phase shall be set and governed by the approved Work Project schedule. However, the Design Consultant's schedule for this phase may be changed due to Work Project change orders or due to time extensions to such schedule, and will in any event be extended until all project documents (original and record drawings, specifications, test reports, surveying notes, design calculations and other pertinent information) have been received by the City and the final payment for services is paid.
- (3) The Design Consultant shall assist at a pre-construction conference with the Contractor and shall take and distribute to the City and the Contractor, upon request, written minutes of the pre-construction conference and of all meetings conducted.

- (4) The Design Consultant shall take written minutes of all project meetings and shall distribute such minutes to the City for review upon request.
- (5) The Design Consultant shall attend Owner, Architects, Contractor (“O.A.C.”) meetings when requested by the Project Manager. The Design Consultant may be called upon to assist with procedures, job progress, construction problems, scheduling or other matters relating to the timely and successful completion of the project in accordance with the contract requirements.
- (6) When requested by the Project Manager, the Design Consultant shall keep the City informed through a monthly written report of the progress and quality of work.
- (7) If, in the Design Consultant's opinion, the Contractor has fallen behind schedule, the Design Consultant shall immediately notify the Project Manager. If the Contractor refuses or fails to prosecute the work, or any part thereof, with such diligence as will insure its completion within the time specified in the Contract Documents, or any extension thereof, or fails to complete said work within such time, or refuses to correct defective work, the Design Consultant shall immediately notify the Project Manager and recommend a course of action.
- (8) The Design Consultant will assist the Project Manager with interpreting the requirements of the Project Plans and Specifications. The Design Consultant will render written interpretations within ten (10) days of receipt of any written request or within an agreed upon time limit.
- (9) The Design Consultant shall notify the City’s Project Manager of unacceptable work which, in the Design Consultant's opinion, does not conform to the Contract Documents. The Design Consultant shall review and approve all shop drawings, samples and other required submissions of the Contractor in a timely manner. Such general submissions shall be approved for use on the project only if, and when, the Design Consultant has ascertained that they are in conformance with the design concept of the Work Project and in compliance with Contract Documents. Submissions of Contractor(s) shall be acted on and returned to the Contractor within ten (10) days of receipt thereof. If review and return are delayed beyond the time set out above, the Design Consultant shall notify Contractor and City of such delay, in writing, before expiration of the approval date, stating the reason for the delay. Resubmittals shall be acted on and returned to Contractor within five (5) days. The Contractor shall submit to the City Project Manager and Design Consultant prior to the beginning of construction, a schedule of submittals. No shop drawing or submittal will be approved prior to the receipt of the submittal schedule.
- (10) The Design Consultant shall review and analyze all written requests for Change Orders, including any documents offered to substantiate such requests. The Design Consultant shall submit written recommendations to the City concerning all requests for Change Orders.

- (11) All Change Orders shall be on forms supplied by the City. The Design Consultant shall keep a current record of all variations or departures from the drawings and specifications as originally approved and shall maintain careful supervision over all changes in final drawings in the course of the work.
- (12) The City will transmit a copy of all completed Change Orders to the Design Consultant for use in checking shop drawings and compiling record drawings for project construction.
- (13) The Design Consultant shall use reasonable efforts and professional judgment to ensure that no changes are made in the work, by any party, without prior written consent of the City except as hereinafter provided. Only the City may authorize changes in the work.
- (14) The Design Consultant shall observe and systematically review the performance of the work or in such a manner and at such times as is necessary to determine that the work has been or is being installed in conformance with the Contract Documents. If any work is not in conformance with the Contract Documents, the Design Consultant shall immediately make an oral report of such nonconformance to the City Project Manager, followed by a written report of such nonconformance to both the nonconforming Contractor and the City. The Design Consultant, however, does not assume and is not responsible for any of the Contractor's construction means, methods, techniques, or safety programs in constructing the project. The on-site visits by the Design Consultant shall be made by members of the appropriate design discipline according to the status of the work and may vary with the progress of work from daily to weekly. The frequency of on-site visits shall be that which the Project Manager considers necessary to safeguard the interests of the City through a determination that the Work is being performed in compliance with the Contract Documents, and with applicable laws, statutes, codes, ordinances, rules and regulations and standards.
- (15) On each visit to the site, the Design Consultant shall make, and file within seven (7) days with the City, a written field observation report detailing their observations.
- (16) If the Design Consultant knows or reasonably should have known that the Contractor or any subcontractor fails to comply with the Contract Documents, drawings, specifications, designs and plans prepared by the Design Consultant, the Design Consultant shall report such failure to the City's Project Manager immediately. The Design Consultant shall notify the Project Manager of specific critical observations it intends to carry out during the various phases of the Work Project.
- (17) If the Design Consultant becomes aware of any condition or event constituting a material default by the Contractor or that otherwise justify termination of the Contractor for cause, the Design Consultant shall notify the City immediately.

- (18) Upon the completion of the entire work or a designated portion thereof, the Design Consultant shall, in consultation with the City, recommend issuance of a Certificate of Substantial Completion in accordance with the provisions of the construction contract and its General and/or Special Contract Conditions. The referenced document will be issued by the City.
- (19) The Design Consultant shall, in consultation with the City, provide to the City a close-out program, including a comprehensive process to ensure timely, efficient and proper completion of all punch list items by the Contractor in accordance with the provisions of the Contract Documents.
- (20) Prior to Final Inspection, the Design Consultant shall obtain the original "Marked-up As Built" drawings and a conformed copy of the Project Specifications from each Contractor. Based on these documents, the Design Consultant shall prepare, as necessary, and deliver to the Project Manager Record Drawings and a conformed copy of the Project Specifications showing all changes made during construction. Such Record Drawings shall reflect all known modifications to the original drawings and shall be made from the "Marked-up As Built" sets of drawings prepared by Contractor. The Record Drawings shall incorporate the Design Consultant's observations, shall be made in a professional manner and shall be stamped and signed by the Design Consultant as being Record Drawings. These drawings shall be delivered on a CD in PDF and DWG format to the City Project Manager, together with all of the "Marked-up As Built" prints provided by the Contractor(s) from which they were derived. If requested by the City, the unstamped reproducibles shall be transmitted to the City with a letter, sealed by the Design Consultant, stating that as of the date of such transmittal, the reproducible drawings are identical to the Record Drawings except for such seals and stamping. The last five percent (5%) of the Design Consultant's basic services fee for each Work Project will not be paid until such Record Drawings and all Record Documents required are received.
- (21) When requested, the Design Consultant shall attend the Final Inspection with the City to ascertain that all Work performed by the Contractor has been performed in accordance with the Contract Documents. At the time of such Final Inspection, a final punch list shall be agreed to by the Design Consultant and the City, and made in sufficient detail to fully outline to the Contractor: (1) any work to be completed; (2) any work not in compliance with the drawings or specifications; and (3) any unsatisfactory work.
- (22) Prior to final payment to the Contractor, the Design Consultant shall review final punch list Work and shall prepare a written report outlining the deficient or outstanding Work and making recommendations as to the ultimate disposition of such outstanding Work.
- (23) One (1) month prior to the expiration of the warranty or other correction of work period provided for in the General and/or Special Contract Conditions to the Contract Documents, the Design Consultant shall inspect the project for any deficiencies that may have become apparent. Upon completion of such inspection, a written report of the inspection shall be furnished by the Design Consultant to the City.

- (24) The Design Consultant shall also include as part of this phase all services included in the applicable portions of the applicable approved Work Project-specific proposal.

2.08 Surveying and Testing.

- (a) The Design Consultant and its appropriate subconsultant shall review all survey and test results reports and shall follow the recommendation of the soils engineer or other subconsultant unless, in the exercise of appropriate professional judgment, the Design Consultant or appropriate subconsultant discovers, or should in the exercise of professional judgment discover, factors indicating the report or results are not reliable.
- (b) If any such inadequacy or any inconsistency, based upon such exercise of professional judgment, is noted the Design Consultant and/or its appropriate subconsultant shall report such inconsistency or inadequacy promptly to the City such that any inadequacy or inconsistency can be addressed by the soils engineer, testing laboratory or land surveyor before any further use is put to the data.
- (c) It is understood and agreed that this Agreement does not include the investigation, sampling, testing, planning, abatement design, and remediation management of asbestos or other hazardous waste material. Should the presence of asbestos or other hazardous waste material be known to exist on a specific project or if the Design Consultant shall observe the presence of asbestos or hazardous waste material on any Work Project site during its performance of services under this Agreement, the Design Consultant shall notify the City in writing immediately.

2.09 Compliance with M/WBE Requirements.

- (a) This Agreement is subject to Article III, Divisions 1 and 3 of Chapter 28, Denver Revised Municipal Code (“D.R.M.C.”), designated as §§ 28-31 to 28-40 and 28-51 to 28-90 (the “MWBE Ordinance”); and any Rules and Regulations promulgated pursuant thereto. The contract goal for MWBE participation established for this Agreement by the Division of Small Business Opportunity (“DSBO”) is **20%**.
- (b) Under § 28-68, D.R.M.C., the Design Consultant has an ongoing, affirmative obligation to maintain for the duration of this Agreement, at a minimum, compliance with the MWBE participation upon which this Agreement was awarded, unless the City initiates a material modification to the scope of work affecting MWBEs performing on this Agreement through contract amendment, or other contract modifications under § 28-70, D.R.M.C. The Design Consultant acknowledges that:
  - (1) If directed by DSBO, the Design Consultant is required to develop and comply with a Utilization Plan in accordance with § 28-63(c), D.R.M.C. Along with the Utilization Plan requirements, the Design Consultant must establish and maintain records and submit regular reports, as directed by DSBO, which will allow the City to assess progress in complying with the Utilization Plan and achieving the MWBE participation goal. The Utilization Plan is subject to modification by DSBO.



- (2) If contract modifications are issued under the Agreement, the Design Consultant shall have a continuing obligation to promptly inform DSBO in writing of any agreed upon increase or decrease in the scope of work of such contract, upon any of the bases under § 28-70, D.R.M.C., regardless of whether such increase or decrease in scope of work has been reduced to writing at the time of notification of the change by the City.
- (3) If amendments or other contract modifications are issued under the contract that include an increase in the scope of work of this Agreement, which increases the dollar value of the contract, whether or not such change is within the scope of work designated for performance by an MWBE at the time of contract award, such amendments or modifications shall be promptly submitted to DSBO for notification purposes.
- (4) Those amendments or other modifications that involve a changed scope of work that cannot be performed by existing project subconsultants are subject to the original goal. The Design Consultant shall satisfy the goal with respect to such changed scope of work by soliciting new MWBEs in accordance with § 28-70, D.R.M.C. The Design Consultant must also satisfy the requirements under §§ 28-64 and 28-73, D.R.M.C., with regard to changes in scope or participation. The Design Consultant shall supply to DSBO all required documentation under §§ 28-64, 25-70, and 28-73, D.R.M.C., with respect to the modified dollar value or work under the contract.
- (5) If applicable, for contracts of one million dollars (\$1,000,000.00) and over, the Design Consultant is required to comply with § 28-72, D.R.M.C., regarding prompt payment to MWBEs. Payment to MWBE subcontractors shall be made by no later than thirty-five (35) days after receipt of the MWBE subcontractor's invoice.
- (6) Termination or substitution of an MWBE subcontractor requires compliance with § 28-73, D.R.M.C.
- (7) Failure to comply with these provisions may subject the Design Consultant to sanctions set forth in § 28-76 of the MWBE Ordinance.
- (8) Should any questions arise regarding DSBO requirements, the Design Consultant should consult the MWBE Ordinance or may contact the Project's designated DSBO representative at (720) 913-1999.

### **SECTION 3 – COMPENSATION, PAYMENT, AND FUNDING**

The City shall compensate the Design Consultant for its services performed and expenses incurred under this Agreement as follows.

3.01 Basic Services. The City agrees to pay the Design Consultant, as compensation for any basic services rendered for a particular Project, either a maximum basic services fee, to be set forth in each approved Project proposal prepared prior to commencement of any work under this Agreement, or an amount based on the Design Consultant's periodic invoices, whichever is less.

3.02 Reimbursable Expenses. Unless expressly authorized by the City as part of any approved Task Order, the City will not compensate the Design Consultant for expenses such as postage, travel,

mileage (if the project is within the City and County of Denver boundary), telephone, reproduction and messenger service costs incurred in connection with Work performed under this Agreement. Such costs are, in all such instances, included in the hourly rates paid by the City. Reproduction of submittals requested by the City including such items as end-of-phase reports, drawings, bid documents, record drawing reproductions, etc. are not included in the hourly rates, and will be itemized as part of each on-call Task Order as a not-to-exceed reproducible expense.

3.03 Supplemental Services. The Design Consultant shall be compensated for any supplemental services pre-approved in writing for any assigned Task Order, subject to the terms and conditions set forth herein and supplemental services budget limits for that specific project.

3.04 Invoices. The Design Consultant shall invoice and be paid monthly in proportion to the progress of the Work on each assigned Task Order. Such invoices shall reflect the Design Consultant's actual hours, rates, personnel, sub-consultant costs and reimbursable costs, and shall be based on the hourly rates or other rates for services contained in **Exhibit B**. The Design Consultant shall maintain hourly records of the time worked by its personnel and subconsultants, records of all allowable reimbursable expenses, and records of expendable supplies and services as necessary to support any audits by the City, and shall bill the City monthly for fees and costs accrued during the preceding month. The Design Consultant's invoice shall be separated as necessary to show direct charges to specific projects and to distinguish fees and expenses. Upon submission of such invoices to the City, and approval by the City, payment shall be issued. Final payment to the Design Consultant, for each assigned Task Order, shall not be made until after the project is accepted, all guarantees, certificates of completion, and record drawings and reproducible copies are delivered to the City, and the duties agreed to in the approved project proposal for that project are otherwise fully performed by the Design Consultant. No deductions shall be made from the Design Consultant's compensation on account of penalty, liquidated damages or other sums withheld from payments to any assigned project contractor.

3.05 Maximum Contract Amount; Funding.

- (a) It is understood and agreed by the Parties hereto that payment or reimbursement of all kinds to the Design Consultant, for all Work performed under this Agreement, shall not exceed a maximum of **ONE MILLION FIVE HUNDRED THOUSAND DOLLARS AND 0/100 CENTS (\$1,500,000.00)**. In no event shall the maximum payment to the Design Consultant, for all Work and services performed throughout the entire term of this Agreement exceed the contract maximum amount set forth above.
- (b) Notwithstanding any other term, provision, or condition herein, all payment obligations under this Agreement shall be limited to the funds duly and lawfully appropriated and encumbered or otherwise made available by the Denver City Council for the particular Task Orders assigned to the Design Consultant under this Agreement for the particular year(s) in which this Agreement is in effect and paid into the Treasury of the City. As of the date of this Agreement, no funds have been appropriated for this Agreement. Instead, it is the City's intent to appropriate the funds necessary to compensate the Design Consultant for the work it performs on any assigned Task Order, at the time it accepts each proposal for a specific project. The Executive Director of DPR, upon reasonable written request, will advise the Design Consultant in writing of the total amount of appropriated and encumbered funds which are or remain available for payment for all Work by the Design Consultant on a specific Work Project.

- (c) The issuance of any form of order or directive by the City which would cause the aggregate amount payable to the Design Consultant for a specific Task Order to exceed the amount appropriated for the Design Consultant's work on a specific Work Project is expressly prohibited. In no event shall the issuance of any Task Order Change or other form of order or directive by the City be considered valid or binding if it requires additional compensable Work to be performed, which Work will cause the aggregate amount payable for such Work to exceed the amount appropriated and encumbered, unless and until such time as the Design Consultant has been advised in writing by the Executive Director of DPR that a lawful appropriation sufficient to cover the entire cost of such additional Work, has been made. It shall be the responsibility of the Design Consultant to verify that the amounts already appropriated for the Design Consultant's Work on a Work Project are sufficient to cover the entire cost of such Work, and any Work undertaken or performed in excess of the amount appropriated is undertaken or performed in violation of the terms of this Agreement, without the proper authorization for such Work, and at the Design Consultant's own risk and sole expense.

#### **SECTION 4 – TERM AND TERMINATION**

4.01 Term. The initial term of this Agreement shall commence upon execution and shall end three (3) years thereafter; provided, however, that any Work in progress that was initiated during the term of this Agreement shall continue and be paid for hereunder until the completion thereof. All terms and conditions of the Agreement shall remain in full force and effect until such completion. The term may be extended, at the sole option of the City by written amendment pursuant to Executive Order 8. In no event, however, shall the Design Consultant's performance under this Agreement, including any extension, exceed a five (5) year period ending on month and day of the execution of this Agreement. In addition, nothing contained herein shall obligate the City to extend the Agreement beyond the initial term.

#### 4.02 Termination.

- (a) Nothing herein shall be construed as giving the Design Consultant the right to perform the services contemplated under this Agreement beyond the time when its services become unsatisfactory to the Executive Director.
- (b) The Executive Director may terminate this Agreement for cause at any time if the Design Consultant's services become unsatisfactory, in the sole discretion of the Executive Director. The City shall have the sole discretion to permit the Design Consultant to remedy the cause of a contemplated termination for cause without waiving the City's right to terminate the Agreement.
- (c) In the event of a termination for cause, or in the event the Design Consultant becomes unable to serve under this Agreement, the City may take over Work to be done under this Agreement and prosecute the Work to the completion by contract or otherwise, and the Design Consultant shall be liable to City for all reasonable cost in excess of what the City would have paid the Design Consultant had there been no termination for cause.
- (d) The City may, for convenience, cancel and terminate this Agreement by giving not less than thirty (30) days' prior written notice to the Design Consultant, which notice shall state the date of cancellation and termination.

- (e) If the Design Consultant's services are terminated, postponed or revised, or if the Design Consultant shall be discharged before all the Work and services contemplated have been completed, or if the Work Project is, for any reason, stopped or discontinued, the Design Consultant shall be paid only for the portion of work or services which has been satisfactorily completed at the time of such dismissal, termination, cancellation, postponement, revision or stoppage.
- (f) All drawings, specifications, and other documents relating to the design or administration of Work completed or partially completed shall be delivered by the Design Consultant to the City in the event of any dismissal, termination, cancellation, postponement, revision or stoppage.
- (g) In the event of any dismissal, termination, cancellation, postponement, revision or stoppage, the Design Consultant shall cooperate in all respects with the City. Such cooperation shall include, but not be limited to, delivery of drawings, specifications, and other documents referred to herein, and assisting the City during a transition to another Design Consultant, if applicable.

## **SECTION 5 – GENERAL PROVISIONS**

### 5.01 City's Responsibilities.

- (a) The City shall provide available information regarding its requirements for each Task Order, including related budgetary information, and shall cooperate fully with the Design Consultant at all times. However, the City does not guarantee the accuracy of any such information and assumes no liability therefore. The Design Consultant shall notify City in writing of any information or requirements provided by the City which the Design Consultant believes to be inaccurate or inappropriate to the design or construction of the project.
- (b) If the City observes or otherwise becomes aware of any fault or defect in the project or non-conformance with Contract Documents, it shall give prompt notice thereof to Design Consultant.

### 5.02 Ownership of Documents.

- (a) The City shall have title and all intellectual and other property rights, in and to all phased and final Design Documents, and all data used in the development of the same, including the results of any tests, surveys or inspections at each project site, and all photographs, drawings, drafts, studies, estimates, reports, models, notes and any other materials or work products, whether in electronic or hard copy format, created by the Design Consultant pursuant to this Agreement, in preliminary and final forms and on any media whatsoever (collectively, the "Documents"), whether the Work Project for which the Documents were created is executed or not. The Consultant shall identify and disclose, as requested, all such Documents to the City.
- (b) To the extent permitted by the U.S. Copyright Act, 17 USC § 101 et seq., as the same may be amended from time to time, the Documents are a "work made for hire," and all ownership of copyright in the Documents shall vest in the City at the time the Documents are created. To the extent that the Documents are not a "work

made for hire,” the Design Consultant hereby assigns and transfers all right, title and interest in and to the Documents to the City, as of the time of the creation of the Documents, including the right to secure copyright, patent, trademark, and other intellectual property rights throughout the world and to have and to hold such copyright, patent, trademark, and other intellectual property rights in perpetuity.

- (c) The Design Consultant shall provide (and cause its employees and subcontractors to provide) all assistance reasonably requested in securing for the City’s benefit any patent, copyright, trademark, service mark, license, right or other evidence of ownership of such Documents, and shall provide full information regarding the Documents and execute all appropriate documentation in applying for or otherwise registering, in the City’s name, all rights to such Documents.
- (d) The Design Consultant agrees to allow the City to review any of the procedures used in performing the work and services hereunder, and to make available for inspection the field notes and other documents used in the preparation for and performance of any of the services performed hereunder.
- (e) The Design Consultant shall be permitted to retain reproducible copies of all of the Documents for the information and reference, and the originals of all of the Documents, including all CAD disks, shall be delivered to the City promptly upon completion thereof, or if authorized by the City’s Project Manager, upon termination or expiration of this Agreement.
- (f) If the City reuses Design Documents prepared by the Design Consultant other than for their intended use or at a new location without the Design Consultant’s approval, the City will have no claim against the Design Consultant arising out of any alleged defects, deficiencies or flaws in the Design Documents.

5.03 Taxes and Licenses. The Design Consultant shall promptly pay, when they are due, all taxes, excises, license fees and permit fees of whatever nature applicable to the Work and services which it performs under this Agreement, and shall take out and keep current all required municipal, county, state or federal licenses required to perform its services under this Agreement. The Design Consultant shall furnish the Executive Director, upon request, duplicate receipts or other satisfactory evidence showing or certifying to the proper payment of all required licenses and/or registrations and taxes. The Design Consultant shall promptly pay all owed bills, debts and obligations it incurs performing Work under this Agreement and shall not allow any lien, verified claim, mortgage, judgment or execution to be filed against land, facilities or improvements owned or beneficially owned by the City as a result of such bills, debts or obligations.

5.04 Examination of Records and Audit. Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access, and the right to examine, copy and retain copies, at City’s election in paper or electronic form, any pertinent books, documents, papers and records related to Design Consultant’s performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. Design Consultant shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits

pursuant to this paragraph shall require Design Consultant to make disclosures in violation of state or federal privacy laws. Design Consultant shall at all times comply with D.R.M.C. 20-276.

5.05 Assignment and Subcontracting. The City is not obligated or liable under this Agreement to any party other than the Design Consultant named herein. The Design Consultant understands and agrees that it shall not assign or subcontract with respect to any of its rights, benefits, obligations or duties under this Agreement except upon prior written consent and approval of the City to such assignment or subcontracting. Any attempt by the Design Consultant to assign or subcontract its rights hereunder without such prior written consent of the City shall, at the option of the City, automatically terminate this Agreement and all rights of the Design Consultant hereunder. Such consent may be granted or denied at the sole and absolute discretion of the City. In the event any such subcontracting shall occur, with the City's approval, such action shall not be construed to create any contractual relationship between the City and such subcontractor, and the Design Consultant named herein shall in any and all events be and remain responsible to the City according to the terms of this Agreement.

5.06 No Discrimination in Employment. In connection with the performance of work under this Agreement, the Design Consultant may not refuse to hire, discharge, promote or demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability. The Design Consultant shall insert the foregoing provision in all subcontracts.

5.07 Insurance.

(a) General Conditions: Design Consultant agrees to secure, at or before the time of execution of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. Design Consultant shall keep the required insurance coverage in force at all times during the term of the Agreement, including any extension thereof, and during any warranty period. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-VIII" or better. Each policy shall require notification to the City in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the Parties identified in the Notices section of this Agreement. Such notice shall reference the City contract number listed on the signature page of this Agreement. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, Design Consultant shall provide written notice of cancellation, non-renewal and any reduction in coverage to the Parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City's contract number. Design Consultant shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Design Consultant. The Design Consultant shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

(b) Proof of Insurance: Design Consultant may not commence services or work relating to this Agreement prior to placement of coverages required under this

Agreement. Design Consultant certifies that the certificate of insurance attached as **Exhibit E**, preferably an ACORD form, complies with all insurance requirements of this Agreement. The City requests that the City's contract number be referenced on the certificate of insurance. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Design Consultant's breach of this Agreement or of any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements.

- (c) Additional Insureds: For Commercial General Liability and Automobile Liability, Design Consultant and subconsultant's insurer(s) shall include the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insured.
- (d) Waiver of Subrogation: For all coverages required under this Agreement, Design Consultant's insurer shall waive subrogation rights against the City.
- (e) Subconsultants: Design Consultant shall confirm and document that all subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) procure and maintain coverage as approved by the Design Consultant and appropriate to their respective primary business risks considering the nature and scope of services provided.
- (f) Workers' Compensation/Employer's Liability Insurance: Design Consultant shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.
- (g) Commercial General Liability: Design Consultant shall maintain a Commercial General Liability insurance policy with minimum limits of \$1,000,000 for each bodily injury and property damage occurrence, \$2,000,000 products and completed operations aggregate (if applicable), and \$2,000,000 policy aggregate.
- (h) Automobile Liability: Design Consultant shall maintain Automobile Liability with minimum limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement.
- (i) Professional Liability (Errors and Omissions): Design Consultant shall maintain minimum limits of \$1,000,000 per claim and \$1,000,000 policy aggregate limit. The policy shall be kept in force, or a Tail policy placed, for three (3) years.

#### 5.08 Defense and Indemnification.

- (a) To the fullest extent permitted by law, the Consultant agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or related to the work performed under this

Agreement that are attributable to the negligence or fault of the Design Consultant or the Design Consultant's agents, representatives, subcontractors, or suppliers ("Claims"). This indemnity shall be interpreted in the broadest possible manner consistent with the applicable law to indemnify the City.

(b) Design Consultant's obligation to defend and indemnify may be determined after Design Consultant's liability or fault has been determined by adjudication, alternative dispute resolution, or otherwise resolved by mutual agreement between the Parties. Design Consultant's duty to defend and indemnify City shall relate back to the time written notice of the Claim is first provided to City regardless of whether suit has been filed and even if Design Consultant is not named as a Defendant.

(c) Design Consultant will defend any and all Claims which may be brought or threatened against City and will pay on behalf of City any expenses incurred by reason of such Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating such Claims or seeking to enforce this indemnity obligation. Such payments on behalf of City shall be in addition to any other legal remedies available to City and shall not be considered City's exclusive remedy.

(d) Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Design Consultant under the terms of this indemnification obligation. The Design Consultant shall obtain, at its own expense, any additional insurance that it deems necessary for the City's protection

(e) This defense and indemnification obligation shall survive the expiration or termination of this Agreement.

5.09 Colorado Governmental Immunity Act. The Parties hereto understand and agree that the City is relying upon, and has not waived, the monetary limitations (presently \$150,000 per person, \$600,000 per occurrence) and all other rights, immunities and protection provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

5.10 Contract Documents; Order of Precedence. This Agreement consists of Sections 1 through 5, which precede the signature page, and the following Exhibits, which are incorporated herein and made a part hereof by reference:

- Exhibit A** Scope of Work
- Exhibit B** Key Professional Personnel and Rates
- Exhibit C** Task Order Form
- Exhibit D** Task Order Change Form
- Exhibit E** Certificate of Insurance

In the event of an irreconcilable conflict between a provision of Sections 1 through 5 and the listed Exhibits, or between provisions of any attachments, such that it is impossible to give effect to both, the order of precedence to determine which provision shall control to resolve such conflict, is as follows, in descending order:

- Sections 1 through 5
- Exhibit A**
- Exhibit B**
- Exhibit C**
- Exhibit D**
- Exhibit E**



5.11 When Rights and Remedies Not Waived. In no event shall any payment by the City constitute a waiver of any breach of covenant or default which may then exist on the part of the Design Consultant. No assent, expressed or implied, to any breach of the Agreement shall be held to be a waiver of any later or other breach.

5.12 Governing Law; Venue. This Agreement shall be construed and enforced in accordance with the laws of the State of Colorado, the Charter and Revised Municipal Code of the City and County of Denver, and the ordinances, regulations and Executive Orders enacted or promulgated pursuant to the Charter and Code, including any amendments. The Charter and Revised Municipal Code of the City and County of Denver, as the same may be amended from time to time, are hereby expressly incorporated into this Agreement. Venue for any action arising hereunder shall be in the City and County of Denver, Colorado.

5.13. Conflict of Interest.

- (a) The Parties agree that no employee of the City shall have any personal or beneficial interest in the services or property described herein, and the Design Consultant further agrees not to hire or contract for services with any employee or officer of the City which would be in violation of the Revised Municipal Code Chapter 2, Article IV, Code of Ethics or Denver City Charter provisions 1.2.9 and 1.2.12.
- (b) The Design Consultant agrees that it will not engage in any transaction, activity or conduct that would result in a conflict of interest under this Agreement. The Design Consultant represents that it has disclosed any and all current or potential conflicts of interest. A conflict of interest shall include transactions, activities or conduct that would affect the judgment, actions or work of the Design Consultant by placing the Design Consultant's own interests, or the interests of any party with whom the Design Consultant has a contractual arrangement, in conflict with those of the City. The City, in its sole discretion, shall determine the existence of a conflict of interest and may terminate this Agreement in the event such a conflict exists after it has given the Design Consultant written notice which describes the conflict. The Design Consultant shall have thirty (30) days after the notice is received to eliminate or cure the conflict of interest in a manner that is acceptable to the City.

5.14 No Third-Party Beneficiaries. Enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the City and the Design Consultant, and nothing contained in this Agreement shall give or allow any claim or right of action by any other or third person under this Agreement. It is the express intention of the Parties that any person other than the City or the Design Consultant receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

5.15 Time is of the Essence. The Parties agree that in the performance of the terms, conditions and requirements of this Agreement by the Design Consultant, time is of the essence.

5.16 Taxes, Charges and Penalties. The City and County of Denver shall not be liable for the payment of taxes, late charges, or penalties of any nature except as provided in the City's Prompt Payment Ordinance.

5.17 Proprietary or Confidential Information.

- (a) City Information: The Design Consultant acknowledges and accepts that, in performance of its work under the terms of this Agreement, the Design Consultant may have access to Proprietary Data or confidential information which may be owned or controlled by the City and that the disclosure of such data or information may be damaging to the City or third parties. As such, the Design Consultant agrees that all information provided or otherwise disclosed by the City to the Design Consultant be held in confidence and used only in the performance of its obligations under this Agreement. The Design Consultant shall exercise the same standard of care to protect such information as a reasonably prudent professional would to protect its own proprietary or confidential data. “Proprietary Data” shall mean geographic materials or Geographic Information Systems (“GIS”) data owned by the City and County of Denver including but not limited to maps, computer programs, aerial photography, methodologies, software, diagnostics and documents; or any other materials or information which may be designated or marked “Proprietary” or “Confidential” and provided to or made available to the Design Consultant by the City. Such Proprietary Data may be in hardcopy, printed, digital or electronic format.
  
- (b) Design Consultant’s Information: The Parties understand that all the material provided or produced under this Agreement may be subject to the Colorado Open Records Act, C.R.S. § 24-72-201, et seq., and that in the event of a request to the City for disclosure of such information, the City shall advise the Design Consultant of such request in order to give the Design Consultant the opportunity to object to the disclosure of any of its proprietary or confidential material. In the event of the filing of a lawsuit to compel such disclosure, the City will tender all such material to the court for judicial determination of the issue of disclosure and the Design Consultant agrees to intervene in such lawsuit to protect and assert its claims of privilege and against disclosure of such material or waive the same. The Design Consultant further agrees to defend, indemnify and save and hold harmless the City, its officers, agents and employees, from any claim, damages, expense, loss or costs arising out of the Design Consultant’s intervention to protect and assert its claim of privilege against disclosure under this Article including, but not limited to, prompt reimbursement to the City of all reasonable attorney fees, costs and damages that the City may incur directly or may be ordered to pay by such court.

5.18 Use, Possession or Sale of Alcohol or Drugs. The Design Consultant, its officers, agents, and employees shall cooperate and comply with the provisions of Executive Order 94 and Attachment A thereto concerning the use, possession or sale of alcohol or drugs. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City’s barring the Design Consultant from City facilities or participating in City operations.

5.19 Payment of City Minimum Wage: Contractor shall comply with, and agrees to be bound by, all requirements, conditions, and City determinations regarding the City’s Minimum Wage Ordinance, Sections 20-82 through 20-84 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid no less than the City Minimum Wage in accordance with the foregoing D.R.M.C. Sections. By executing this Agreement, Contractor expressly acknowledges that the Contractor is aware of the requirements of the City’s Minimum Wage Ordinance and that any failure by the Contractor, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing Sections shall result in the penalties and other remedies authorized therein.

5.20 Disputes. All disputes between the City and Design Consultant regarding this Agreement shall be resolved by administrative hearing pursuant to the procedure established by D.R.M.C. § 56-106(b), *et seq.* For the purposes of that procedure, the City official rendering a final determination shall be the Executive Director.

5.21 Waiver of C.R.S. § 13-20-802, et seq. The Design Consultant specifically waives all the provisions of Chapter 8 of Article 20 of Title 13, Colorado Revised Statutes (also designated C.R.S. § 13-20-802 *et seq.*) relating to design defects in any project under this Agreement.

5.22 Survival of Certain Contract Provisions. The Parties understand and agree that all terms and conditions of this Agreement, together with the exhibits and attachments hereto, which, by reasonable implication, contemplate continued performance or compliance beyond the termination of this Agreement, (by expiration of the term or otherwise), shall survive such termination and shall continue to be enforceable as provided herein. Without limiting the generality of the foregoing, the Design Consultant's obligations for the provision of insurance and to indemnify the City shall survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period.

5.23 Advertising and Public Disclosure. The Design Consultant shall not include any reference to this Agreement or to services performed pursuant to this Agreement in any of its advertising or public relations materials without first obtaining the written approval of the Executive Director, which will not be unreasonably withheld. Any oral presentation or written materials related to services performed under this Agreement shall include only services that have been accepted by the City. The Executive Director shall be notified in advance of the date and time of any such presentation. Nothing in this provision shall preclude the transmittal of any information to officials of the City, including without limitation the Mayor, the Executive Director, City Council or the Auditor.

5.24 Legal Authority. Design Consultant represents and warrants that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into this Agreement. Each person signing and executing this Agreement on behalf of Design Consultant represents and warrants that he has been fully authorized by Design Consultant to execute this Agreement on behalf of Design Consultant and to validly and legally bind Design Consultant to all the terms, performances and provisions of this Agreement. The City shall have the right, in its sole discretion, to either temporarily suspend or permanently terminate this Agreement if there is a dispute as to the legal authority of either Design Consultant or the person signing the Agreement to enter into this Agreement.

5.25 Notices. Notices, bills, invoices or reports required by this Agreement shall be sufficiently delivered if sent in the United States mail, postage prepaid, to the Parties at the following addresses:

to the City: Executive Director of Parks and Recreation  
201 West Colfax Avenue, Dept 601  
Denver, Colorado 80202

to the Design Consultant: Russell + Mills Studio  
506 South College Ave., Ste. A  
Fort Collins, CO 80524-3247

The addresses may be changed by the Parties by written notice.

5.26 Severability. It is understood and agreed by the Parties hereto that, if any part, term, or provision of this Agreement, except for the provisions of this Agreement requiring prior appropriation and limiting the total amount to be paid by the City, is by the courts held to be illegal or in conflict with any law of the State of Colorado, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provision held to be invalid.

5.27 Agreement as Complete Integration-Amendments. This Agreement is intended as the complete integration of all understandings between the Parties. No prior or contemporaneous addition, deletion or other amendment shall have any force or effect, unless embodied herein in writing. No subsequent novation, renewal, addition, deletion or other amendment hereto shall have any force or effect unless embodied in a written amendatory or other agreement executed by the Parties and signed by the signatories to the original Agreement. This Agreement and any amendments shall be binding upon the Parties, their successors and assigns.

5.28 Electronic Signatures and Electronic Records. Design Consultant consents to the use of electronic signatures by the City. The Agreement, and any other documents requiring a signature hereunder, may be signed electronically by the City in the manner specified by the City. The Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

**REMAINDER OF PAGE LEFT INTENTIONALLY BLANK**

**Contract Control Number:** PARKS-202367805  
**Contractor Name:** RUSSELL + MILLS STUDIOS

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of:

**SEAL**

**CITY AND COUNTY OF DENVER:**

**ATTEST:**

By:

\_\_\_\_\_

\_\_\_\_\_

**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

\_\_\_\_\_

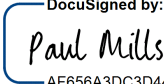
\_\_\_\_\_

By:

\_\_\_\_\_

**Contract Control Number:**  
**Contractor Name:**

PARKS-202367805  
RUSSELL + MILLS STUDIOS

By:  \_\_\_\_\_  
AF656A3DC3D44CE...

Name: Paul Mills  
(please print)

Title: Principal  
(please print)

ATTEST: [if required]

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)

## **EXHIBIT A**

### **A. GENERAL DESCRIPTION:**

The work will typically consist of (but is not limited to) assessment, planning, design, preparation of planning and construction documents, and construction observation services related to parks and park facilities.

Types of Work include:

- System-wide planning and park-specific master planning efforts (individual park master plans, system-wide assessment reports, asset specific planning, public engagement and outreach);
- Design of new, or renovation of existing, parks and DPR assets (such as fields, courts, playgrounds, picnic facilities, walkways, and associated landscapes, irrigation systems, etc.);
- Improvements and upgrades to system-wide assets (regional trail and greenway systems, bridges, medians);
- Mountain Parks and Natural Areas improvements (trails and trailheads, roadways/parking, historic structures, etc.); and
- Deferred maintenance and other repairs to parks and recreation facilities

### **B. BACKGROUND INFORMATION:**

For strategic guidance and planning DPR relies on The Game Plan for a Healthy City, which can be accessed at:

<https://www.denvergov.org/content/denvergov/en/denveright/parks-recreation.html>.

All DPR projects are expected to embrace and demonstrate how they are consistent with the strategic pillars identified in the plan, as supported by Denver citizens:

- Adapt to a changing climate
- Diversify parks and recreation services and programs
- Grow parks and recreation access
- Reinvest in parks resources and people
- Connect to Denver's nature and culture

Denver has adopted goals and policies to address climate change. It is expected that all projects initiated by DPR will recognize and address current efforts at developing resiliency and reducing waste. DPR is exploring opportunities to apply Sustainable Sites Initiative (SITES) certification for selected projects. In all cases, projects should recognize the value of ecosystem services and strive to incorporate the principles of sustainability and resilience. On-call consultants shall consider and apply triple bottom line (environmentally sound, socially equitable, economically feasible) benefits including, but not limited to, protection of natural and cultural resources, water and soil conservation and quality, reduction of urban heat island effect, sustainably harvested and manufactured materials, recycling and materials reuse, energy conservation and opportunities for renewable energy integration, responsible use of local and locally appropriate materials, and other innovative practices.

In addition to the Game Plan DPR has adopted standard policies, practices, specifications and details that are to be followed in all planning and design Task Orders. These policies and practices are detailed in the DPR Planning Design and Construction (PD&C) Manual (2021) which will be made available to all firms that are selected for this on-call contract.

**C. DESCRIPTION OF SERVICES:**

The Consultant shall provide professional landscape architectural, parks, and irrigation design, which may include architecture, engineering, and related technical services, as required for the performance of master planning, conceptual design, design development, construction drawings/plans/specifications, and construction administration services for various city projects.

The Consultant and its team of subconsultants must provide the following core services:

<b>Planning Services</b>
System-wide planning for parks, recreation and open space uses
Master planning for parks, recreation amenities, open space, and trail systems
Landscape Architecture Services
Ecological/natural resource planning and analysis
Historic preservation assessment and design
Community recreational needs assessments including demographic, economic research
Public information and community outreach, including public meetings
Multi-modal transportation, traffic, circulation and parking planning
Preparation of written reports, summaries, conceptual drawings and graphics, or other services ancillary to the above-described planning activities

<b>Related Technical Services</b>
Project management
Project scheduling
Construction cost estimating
Bidding assistance
Construction observation
Stormwater, Floodplain and Erosion Control Design
Green Infrastructure and Resiliency Design
Architectural design
Civil engineering
Site surveying
Structural engineering
Geotechnical engineering and materials testing
Mechanical engineering and plumbing
Electrical engineering and lighting design
Environmental services
Historic preservation design
ADA and code compliance services
Irrigation Design
Community Engagement
Preparation of written reports, illustrations, and graphic design



# Exhibit B

## List of Key Personnel

Consultant Name: Aqua Engineering, Inc. - Irrigation

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

PERSONNEL CLASSIFICATION	RESPONSIBILITY
<u>Principal</u>	<u>Project oversight, guidance, QA/QC</u>
<u>Project Manager</u>	<u>Project management, coordination &amp; engineering</u>
<u>Project Landscape Architect</u>	_____
<u>Staff Landscape Architect</u>	_____
<u>Planner</u>	_____
<u>Executive/Manager</u>	_____
<u>Licensed Professional</u>	_____
<u>Designer</u>	_____
<u>Engineer</u>	<u>Project engineering &amp; detailed design</u>
<u>Surveyor/GPS Tech</u>	_____
<u>CAD Drafter</u>	<u>Irrigation drafting &amp; detailing</u>
<u>Administrative Support</u>	<u>Invoicing, AR</u>
<u>MWBE Coordinator</u>	_____
<u>Other</u>	_____

## List of Key Personnel

**Consultant Name:** Cobb, Fendley & Associates, Inc.

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

### PERSONNEL CLASSIFICATION

Principal

Project Manager | Surveying Lead, PLS

Project Manager | SUE Lead, PE

Senior Surveying Field Technician

Senior SUE Technician

Senior CAD Designer (SUE and Survey)

CAD Technician (SUE and Survey)

### RESPONSIBILITY

Contracting

Surveying Project Management

SUE Project Management

Surveying Field Services

SUE Field Services

Drafting

Drafting

# List of Key Personnel

**Consultant Name:** Cumming Management Group, Inc.

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

**PERSONNEL CLASSIFICATION**

**RESPONSIBILITY**

Vice President/Regional Director

Principal of firm with ultimate program responsibility. \_\_\_\_\_

Managing Director/Senior Director

Program Oversight and Control  
Directs and Manages Team and has Client Contact \_\_\_\_\_

Director/Project Director

Team Leader QA/QC of all estimates

Associate Director

Senior Manager

Reconciliations

Manager

MEP/AE discipline coordination

Assistant Manager/Administrator

Team administrative duties. Manages Coordinators and Interns \_\_\_\_\_

Coordinator

Contract coordination

Intern

Duties as-needed

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## List of Key Personnel

**Consultant Name:** D2C Architects, Inc.

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

### PERSONNEL CLASSIFICATION

### RESPONSIBILITY

**Principal/ Project Executive:** The Project Executive oversees D2C's contract and services. This role works hand-in-hand with the Project Architect and Project Manager(s) to define the fee, schedule and approach to task order projects, all while keeping quality in mind.

**Project Manager:** The Project Manager(s) are responsible for leading and accomplishing the daily stated project objectives, managing the overall project scope, design and site by tracking the constraints of cost, time, scope and quality.

**Executive Manager/BIM Manager:** Coordination, planning and control of architectural production. Ensures the technical support staff is drafting to firm standards and client guidelines.

**Licensed Professional/Architect:** Architect of Record on the project. Leader of the design and gives direction to the design and production staff to complete the project. Stamps final drawings.

**Designer:** Works closely with the team to design the project to the client's overall vision.

**CAD Drafter/BIM Tech/Support:** Part of the Technical support staff that documents the project in AutoCAD or Revit (BIM) software.

**Administrative Support:** Administrative and clerical efforts.

**Quality Assurance/Quality Control (QA/QC) Manager:** Reviews all of the architectural documents at major milestones to confirm they are clear and concise architectural plans, centered on the concept of how the construction processes works, coupled with sustainable values.

**Specification Writer:** Writes and coordinates specifications for the project. Coordinates the specification format and other discipline specs with those team members.

**Junior CAD/BIM Tech/Support:** Part of the Technical support staff that documents the project in AutoCAD or Revit (BIM) software.

## List of Key Personnel

**Consultant Name:** Elevation Consulting Group, Ltd.

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

### PERSONNEL CLASSIFICATION

### RESPONSIBILITY

Principal

Contract Management & Quality Assurance

Project Manager

Project Management & Coordination

Project Landscape Architect

Project Management & Coordination

Staff Landscape Architect

Engineering Design & Plan Production

Planner

Engineering Design & Plan Production

Executive/Manager

Engineering Design & Plan Production

## List of Key Personnel

**Consultant Name:** enLighten Engineering, LLC

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

### PERSONNEL CLASSIFICATION

### RESPONSIBILITY

Principal

Professional Engineer, QAQC

Project Manager

Electrical Design, Lighting Design, QAQC

Project Landscape Architect

\_\_\_\_\_

Staff Landscape Architect

\_\_\_\_\_

Planner

\_\_\_\_\_

Executive/Manager

\_\_\_\_\_

Licensed Professional

\_\_\_\_\_

Designer

\_\_\_\_\_

Engineer

Engineering, Lighting Design, QAQC

Surveyor/GPS Tech

\_\_\_\_\_

CAD Drafter

Electrical Design, Revit and AutoCAD

Administrative Support

\_\_\_\_\_

MWBE Coordinator

\_\_\_\_\_

Other

\_\_\_\_\_

## List of Key Personnel

Consultant Name: Group 14 Engineering

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

### PERSONNEL CLASSIFICATION

### RESPONSIBILITY

Principal

Oversight and Quality Control

Project Manager

Project Management and general project oversight

Project Landscape Architect

\_\_\_\_\_

Staff Landscape Architect

\_\_\_\_\_

Planner

\_\_\_\_\_

Executive/Manager

\_\_\_\_\_

Licensed Professional

\_\_\_\_\_

Designer

\_\_\_\_\_

Engineer

Analysis, consulting, third party certification documentation, embodied carbon consulting and analysis

Surveyor/GPS Tech

\_\_\_\_\_

CAD Drafter

\_\_\_\_\_

Administrative Support

Contract management, invoicing, marketing

MWBE Coordinator

Coordinate MWBE certification, LOIs

Other

Technical and consulting support

# List of Key Personnel

**Consultant Name:**       JENSEN HUGHES      

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

PERSONNEL CLASSIFICATION	RESPONSIBILITY
Administrative	Administrative duties
Technician / Intern	Technical assistance & support
Associate 1	Professional consulting services & support
Associate 2	Professional consulting services & support
Associate 3	Professional consulting services & support
Associate 4	Professional consulting services & support
Consultant 1	Professional consulting services, project management, supervision, QAQC
Consultant 2	Professional consulting services, project management, supervision, QAQC
Consultant 3	Professional consulting services, project management, supervision, QAQC
Consultant 4	Professional consulting services, project management, supervision, QAQC
Sr. Consultant 1	Professional consulting services, project management, supervision, QAQC
Sr. Consultant 2	Professional consulting services, project management, supervision, QAQC
Sr. Consultant 3	Professional consulting services, project management, supervision, QAQC
Sr. Consultant 4	Professional consulting services, project management, supervision, QAQC
Sr. Consultant 5	Professional consulting services, project management, supervision, QAQC



## List of Key Personnel

**Consultant Name:** K2, A Salas O'Brien Company

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

**PERSONNEL CLASSIFICATION**

**RESPONSIBILITY**

Principal

Design, Project Management, Supervision

Project Manager

Design, Project Management

Project Landscape Architect

\_\_\_\_\_

Staff Landscape Architect

\_\_\_\_\_

Planner

\_\_\_\_\_

Executive/Manager

\_\_\_\_\_

Licensed Professional

\_\_\_\_\_

Designer

Design, Drafting, General Support

Engineer

\_\_\_\_\_

Surveyor/GPS Tech

\_\_\_\_\_

CAD Drafter

Drafting and General Support

Administrative Support

General Support

MWBE Coordinator

\_\_\_\_\_

Other

\_\_\_\_\_

# List of Key Personnel

**Consultant Name: Martin/Martin, Inc.**

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

## PERSONNEL CLASSIFICATION

## RESPONSIBILITY

Principal

Overall Contract Management. Principal-in-charge, engineer-of-record, quality assurance, scheduling staff

Senior Project Engineer

Structural or civil engineering investigation, design, consultation, and detailing for construction documents

Project Engineer

Structural or civil engineering investigation, design, preparation of construction documents, and construction administration services

Designer

Completion of design calculations, coordination of work both in and out of house, and design of construction documents

Administrative Assistant

Clerical duties, administrative requests, organize meetings, taking minutes, assistance in substantiation documentation.

Survey Technician I

Process field survey data, prepare final drawing for design, boundary, and ALTA surveys including plotting of legal descriptions

2-Man Crew

Collect design survey data in field. Collect evidence of boundary monumentation and ownership, and layout of design for construction

Professional Land Surveyor

Determine boundaries based on field evidence and other evidence, write legal descriptions, and preparation of survey documents.

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## LIST OF KEY PERSONNEL

**Consultant Name:**           **Martinez Associates, Inc.**          

*Provide list of responsibilities for each of the personnel classifications.*

PERSONNEL CLASSIFICATION	RESPONSIBILITY
Principal Professional	Contract and project management, report review and preparation, direction of staff.
Senior Professional	Project management, report review and preparation, direction of staff.
Staff Professional	Coordination and performance of field investigation and assistance with report preparation.
Clerical	Administrative assistance in reporting and invoicing on projects.

# List of Key Personnel

**Consultant Name:** Meeting the Challenge, A CP&Y Company

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

PERSONNEL CLASSIFICATION	RESPONSIBILITY
<u>Principal</u>	<u>Geoff Ames</u>
<u>Project Manager</u>	<u>David Wegener</u>
<u>Project Landscape Architect</u>	<u></u>
<u>Staff Landscape Architect</u>	<u></u>
<u>Planner</u>	<u></u>
<u>Executive/Manager</u>	<u></u>
<u>Licensed Professional</u>	<u></u>
<u>Designer</u>	<u>Rebecca Pavwoski</u>
<u>Engineer</u>	<u></u>
<u>Surveyor/GPS Tech</u>	<u></u>
<u>CAD Drafter</u>	<u></u>
<u>Administrative Support</u>	<u>Shanoa Fowler</u>
<u>MWBE Coordinator</u>	<u></u>
<u>Other</u>	<u></u>

# List of Key Personnel

**Subconsultant Name: Merrick & Company**

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

<b>PERSONNEL CLASSIFICATION</b>	<b>RESPONSIBILITY</b>
Project Manager 1 (Gloria Lee)	Task order management; technical oversight and completion of tasks
Project Engineer 1 (Layton Bodkins)	Technical oversight and completion of tasks
Project Engineer 1 (Brian Bern)	Technical oversight and completion of tasks

## List of Key Personnel

**Consultant Name:** Ramirez, Johnson & Associates

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

### PERSONNEL CLASSIFICATION

### RESPONSIBILITY

Principal

contracts

Project Manager

schedule

Project Landscape Architect

Staff Landscape Architect

Planner

Executive/Manager

Licensed Professional

Designer

Engineer

production

Surveyor/GPS Tech

CAD Drafter

production

Administrative Support

engineer support

MWBE Coordinator

Other

# List of Key Personnel

Consultant Name: San Engineering

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

PERSONNEL CLASSIFICATION	RESPONSIBILITY
<u>Principal</u>	Dedication of Staff, Decision-Making, QA/QC
<u>Project Manager</u>	Coordination, Structural Calculation Checking, Decision-Making
<u>Project Landscape Architect</u>	
<u>Staff Landscape Architect</u>	
<u>Planner</u>	
<u>Executive/Manager</u>	
<u>Licensed Professional</u>	Structural Design, Plan Production
<u>Designer</u>	
<u>Engineer</u>	Structural Design, Plan Production
<u>Surveyor/GPS Tech</u>	
<u>CAD Drafter</u>	Plan Production
<u>Administrative Support</u>	
<u>MWBE Coordinator</u>	
<u>Other</u>	

# List of Key Personnel

**Consultant Name:** Studio Siembra

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

Provide a list of responsibilities for each of the personnel classifications below.

PERSONNEL CLASSIFICATION		RESPONSIBILITY
<u>Principal</u> (sole employee)	Magdalena Aravena, PLA	<u>All project management, design, communication, etc.</u>
<u>Project Manager</u>		<u></u>
<u>Project Landscape Architect</u>		<u></u>
<u>Staff Landscape Architect</u>		<u></u>
<u>Planner</u>		<u></u>
<u>Executive/Manager</u>		<u></u>
<u>Licensed Professional</u>		<u></u>
<u>Designer</u>		<u></u>
<u>Engineer</u>		<u></u>
<u>Surveyor/GPS Tech</u>		<u></u>
<u>CAD Drafter</u>		<u></u>
<u>Administrative Support</u>		<u></u>
<u>MWBE Coordinator</u>		<u></u>
<u>Other</u>		<u></u>



# Schedule of Billing Rates

Consultant Name: Russell + Mills Studios

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Principal</u>	<u>\$165.00</u>
<u>Project Manager</u>	<u>\$140.00</u>
<u>Project Landscape Architect</u>	<u>\$125.00</u>
<u>Staff Landscape Architect</u>	<u>\$115.00</u>
<u>Planner</u>	<u>\$95.00</u>
<u>Executive/Manager</u>	<u>\$80.00</u>

# Schedule of Billing Rates

Consultant Name: Aqua Engineering, Inc.

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Principal</u>	<u>\$185</u>
<u>Project Manager</u>	<u>\$150</u>
<u>Project Landscape Architect</u>	<u></u>
<u>Staff Landscape Architect</u>	<u></u>
<u>Planner</u>	<u></u>
<u>Executive/Manager</u>	<u></u>
<u>Licensed Professional</u>	<u></u>
<u>Designer</u>	<u></u>
<u>Engineer</u>	<u>\$135</u>
<u>Surveyor/GPS Tech</u>	<u></u>
<u>CAD Drafter</u>	<u>\$70-\$125</u>
<u>Administrative Support</u>	<u>\$70</u>
<u>MWBE Coordinator</u>	<u></u>
<u>Other</u>	<u></u>

## Schedule of Billing Rates

**Consultant Name:** Cobb, Fendley & Associates, Inc.

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Principal</u>	<u>\$330.00</u>
<u>Project Manager   Surveying Lead, PLS</u>	<u>\$199.00</u>
<u>Project Manager   SUE Lead, PE</u>	<u>\$199.00</u>
<u>Senior Surveying Field Technician</u>	<u>\$145.00</u>
<u>Senior SUE Technician</u>	<u>\$125.00</u>
<u>Senior CAD Designer (SUE and Survey)</u>	<u>\$121.00</u>
<u>CAD Technician (SUE and Survey)</u>	<u>\$102.00</u>
<u>Vacuum Excavation Truck (SUE Level "A") with 2 Technicians</u>	<u>\$335.00</u>

## Schedule of Billing Rates

**Consultant Name:** Cumming Management Group, Inc.

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Vice President/Regional Director</u>	<u>\$295.00</u>
<u>Managing Director/Senior Director</u>	<u>\$255.00</u>
<u>Director/Project Director</u>	<u>\$240.00</u>
<u>Associate Director</u>	<u>\$210.00</u>
<u>Senior Manager</u>	<u>\$194.00</u>
<u>Manager</u>	<u>\$163.00</u>
<u>Assistant Manager/Administrator</u>	<u>\$131.00</u>
<u>Coordinator</u>	<u>\$113.00</u>
<u>Intern</u>	<u>\$70.00</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

## Schedule of Billing Rates

**Consultant Name:** D2C Architects, Inc.

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Principal / <b>Project Executive</b></u>	<u><b>\$175.00</b></u>
<u>Project Manager</u>	<u><b>\$145.00</b></u>
<u>Project Landscape Architect</u>	<u></u>
<u>Staff Landscape Architect</u>	<u></u>
<u>Planner</u>	<u></u>
<u>Executive/Manager/<b>BIM Manager</b></u>	<u><b>\$145.00</b></u>
<u>Licensed Professional/<b>Architect</b></u>	<u><b>\$155.00</b></u>
<u>Designer</u>	<u><b>\$140.00</b></u>
<u>Engineer</u>	<u></u>
<u>Surveyor/GPS Tech</u>	<u></u>
<u>CAD Drafter/<b>BIM Tech /Support</b></u>	<u><b>\$108.00</b></u>
<u>Administrative Support</u>	<u><b>\$ 85.00</b></u>
<u>MWBE Coordinator</u>	<u></u>
<u>Other</u>	<u></u>
<b>Quality Assurance/Quality Control (QA/QC) Manager</b>	<b>\$145.00</b>
<b>Specification Writer</b>	<b>\$165.00</b>
<b>Junior CAD/BIM Tech/Support</b>	<b>\$ 98.00</b>

## Schedule of Billing Rates

**Consultant Name:** Elevation Consulting Group, Ltd.

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Principal</u>	<u>\$200.00</u>
<u>Senior Project Manager</u>	<u>\$175.00</u>
<u>Project Manager</u>	<u>\$150.00</u>
<u>Senior Engineer</u>	<u>\$125.00</u>
<u>Project Engineer</u>	<u>\$110.00</u>
<u>Design Engineer</u>	<u>\$100.00</u>

## Schedule of Billing Rates

**Consultant Name:** enLighten Engineering, LLC

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Principal</u>	<u>\$160</u>
<u>Project Manager</u>	<u>\$130</u>
<u>Project Landscape Architect</u>	<u></u>
<u>Staff Landscape Architect</u>	<u></u>
<u>Planner</u>	<u></u>
<u>Executive/Manager</u>	<u></u>
<u>Licensed Professional</u>	<u></u>
<u>Designer</u>	<u></u>
<u>Engineer</u>	<u>\$140</u>
<u>Surveyor/GPS Tech</u>	<u></u>
<u>CAD Drafter</u>	<u>\$100</u>
<u>Administrative Support</u>	<u></u>
<u>MWBE Coordinator</u>	<u></u>
<u>Other</u>	<u></u>

## Schedule of Billing Rates

Consultant Name: Group 14 Engineering

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Principal</u>	<u>\$235</u>
<u>Project Manager</u>	<u>\$155</u>
<u>Project Landscape Architect</u>	_____
<u>Staff Landscape Architect</u>	_____
<u>Planner</u>	_____
<u>Executive/Manager</u>	_____
<u>Licensed Professional</u>	_____
<u>Designer</u>	_____
<u>Engineer</u>	<u>\$137</u>
<u>Surveyor/GPS Tech</u>	_____
<u>CAD Drafter</u>	_____
<u>Administrative Support</u>	_____
<u>MWBE Coordinator</u>	<u>\$235</u>
<u>Other</u>	<u>\$125</u>



## Schedule of Billing Rates

**Consultant Name: \_\_\_\_\_JENSEN HUGHES\_\_\_\_\_**

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
Administrative	\$117
Technician	\$110
Associate 1	\$150
Associate 2	\$165
Associate 3	\$185
Associate 4	\$195
Consultant 1	\$215
Consultant 2	\$225
Consultant 3	\$240
Consultant 4	\$265
Sr. Consultant 1	\$285
Sr. Consultant 2	\$295
Sr. Consultant 3	\$310
Sr. Consultant 4	\$320
Sr. Consultant 5	\$340

## Schedule of Billing Rates

**Consultant Name:** K2, A Salas O'Brien Company

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Principal</u>	<u>\$185.00</u>
<u>Project Manager , Senior Consultant</u>	<u>\$154.00</u>
<u>Project Landscape Architect</u>	<u></u>
<u>Staff Landscape Architect</u>	<u></u>
<u>Planner</u>	<u></u>
<u>Executive/Manager</u>	<u></u>
<u>Licensed Professional</u>	<u></u>
<u>Designer</u>	<u>\$111.00</u>
<u>Engineer</u>	<u></u>
<u>Surveyor/GPS Tech</u>	<u></u>
<u>CAD Drafter</u>	<u>\$100.00</u>
<u>Administrative Support</u>	<u></u>
<u>MWBE Coordinator</u>	<u></u>
<u>Other Consultant</u>	<u>\$138.00</u>



### SCHEDULE OF BILLING RATES

**Consultant Name:**           Martinez Associates, Inc.          

PERSONNEL CLASSIFICATION	BILLING RATE/HOUR
Principal Professional	\$237.00
Senior Professional	\$167.50
Staff Professional	\$104.00
Clerical	\$46.50
Unit price for laboratory testing below.	

## Schedule of Billing Rates

**Consultant Name:** Meeting the Challenge, A CP&Y Company

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Principal Geoff Ames</u>	<u>\$150.00</u>
<u>Project Manager David Wegener</u>	<u>\$145.00</u>
<u>Project Landscape Architect</u>	<u>                    </u>
<u>Staff Landscape Architect</u>	<u>                    </u>
<u>Planner</u>	<u>                    </u>
<u>Executive/Manager</u>	<u>                    </u>
<u>Licensed Professional</u>	<u>                    </u>
<u>Designer Rebecca Pavwoski</u>	<u>\$100.00</u>
<u>Engineer</u>	<u>                    </u>
<u>Surveyor/GPS Tech</u>	<u>                    </u>
<u>CAD Drafter</u>	<u>                    </u>
<u>Administrative Support Shanoa Fowler</u>	<u>\$100.00</u>
<u>MWBE Coordinator</u>	<u>                    </u>
<u>Other</u>	<u>                    </u>

## Schedule of Billing Rates

**Subconsultant Name: Merrick & Company**

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR*
<b>PROJECT MANAGEMENT</b>	
Principal	\$260.00
Senior Project Manager	\$250.00
Project Manager II	\$230.00
Project Manager I	\$210.00
Assistant Project Manager	\$190.00
<b>PROJECT ENGINEERING</b>	
Senior Project Engineer	\$210.00
Project Engineer II	\$195.00
Project Engineer I	\$180.00
Senior Design Engineer	\$165.00
Design Engineer II	\$155.00
Design Engineer I	\$145.00
Senior Designer	\$135.00
Designer II	\$120.00
Designer I	\$110.00
Engineering Intern	\$ 90.00
<b>FIELD ENGINEERING</b>	
Senior Construction Manager	\$210.00
Construction Manager/Administrator	\$195.00
Senior Field Engineer	\$170.00
Field Engineer/Senior Field Technician	\$130.00
Field Engineering Technician	\$115.00
<b>DRAFTING</b>	
CAD Manager	\$160.00
Technician III	\$135.00
Technician II	\$115.00
Technician I	\$100.00
<b>ADMINISTRATION</b>	
Project Specialist	\$105.00
Clerical	\$ 95.00

# Schedule of Billing Rates

**Consultant Name:** Ramirez, Johnson Associates

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Principal</u>	<u>\$170</u>
<u>Project Manager</u>	<u>\$140</u>
<u>Project Landscape Architect</u>	<u></u>
<u>Staff Landscape Architect</u>	<u></u>
<u>Planner</u>	<u></u>
<u>Executive/Manager</u>	<u></u>
<u>Licensed Professional</u>	<u></u>
<u>Designer</u>	<u></u>
<u>Engineer</u>	<u>\$140</u>
<u>Surveyor/GPS Tech</u>	<u></u>
<u>CAD Drafter</u>	<u>\$140</u>
<u>Administrative Support</u>	<u>\$75</u>
<u>MWBE Coordinator</u>	<u></u>
<u>Other</u>	<u></u>

**Schedule of Billing  
Rates**

Firm Name: **San Engineering, LLC**

Title/Classification	Responsibilities	Rate/Hr.
Civil Engineering Mgr.	Design / Management	\$185.00
Structural Engineering Mgr.	Design / Management	\$185.00
Group Manager	Design / Management / Coordination	\$185.00
Sr. Project Engineer	Design / Coordination	\$165.00
Staff Engineer	Design / Production	\$155.00
Sr. CAD/BIM Drafter	Drafting / Design / Production	\$145.00
Drafter	Drafting	\$130.00



## Schedule of Billing Rates

**Consultant Name:** Studio Siembra

(The consultant may copy this page or modify it to conform to the services being offered.  
Provide one copy for each subconsultant as well as the prime consultant.)

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
<u>Principal</u>	<u>\$125/hour</u>
<u>Project Manager</u>	<u></u>
<u>Project Landscape Architect</u>	<u></u>
<u>Staff Landscape Architect</u>	<u></u>
<u>Planner</u>	<u></u>
<u>Executive/Manager</u>	<u></u>
<u>Licensed Professional</u>	<u></u>
<u>Designer</u>	<u></u>
<u>Engineer</u>	<u></u>
<u>Surveyor/GPS Tech</u>	<u></u>
<u>CAD Drafter</u>	<u></u>
<u>Administrative Support</u>	<u></u>
<u>MWBE Coordinator</u>	<u></u>
<u>Other</u>	<u></u>

## Reimbursable Expenses

Consultant Name: Russell + Mills Studios

(The consultant may copy this page or modify it to conform to the services being offered.)

The additional expenses of the consultant reimbursable by the City shall include:

1. Actual cost of reproduction of drawings and specifications.

The consultant will be required to submit a complete list of pricing reimbursable items.

### Actual Costs

<u>Item</u>	<u>Charge Rate</u>
Copies (8 1/2 x 11")	\$ \$ 0.10 / each bw \$ 0.50 / each color
Copies (8 1/2 x 14")	\$ \$ 0.12 / each bw \$ 0.50 / each color
Red-line copies	\$ At Cost (reproduction company)
Reproducibles	\$ At Cost (printed at reproduction company)
Copies (11 x 17")	\$ 0.20 / each bw \$ 0.50 / each color

Printing will be kept at a minimum due to sustainable practices and beliefs of the team.  
PDF's are the preferred method of printing and reviews.

## Reimbursable Expenses

Consultant Name: Aqua Engineering, Inc.

(The consultant may copy this page or modify it to conform to the services being offered.)

The additional expenses of the consultant reimbursable by the City shall include:

1. Actual cost of reproduction of drawings and specifications.

The consultant will be required to submit a complete list of pricing reimbursable items.

### List of Expenses

<u>Item</u>	<u>Charge Rate</u>
Copies (8.5 x 11")	\$ _____/each
Copies (8.5 x 14")	\$ _____/each
Red-line copies	\$ _____/ S.F.
Reproducible Materials	\$ <u>2.00</u> /page

## Reimbursable Expenses

**Consultant Name:** Cobb, Fendley & Associates, Inc.

(The consultant may copy this page or modify it to conform to the services being offered.)

The additional expenses of the consultant reimbursable by the City shall include:

1. Actual cost of reproduction of drawings and specifications.

The consultant will be required to submit a complete list of pricing reimbursable items.

### List of Expenses

<u>Item</u>	<u>Charge Rate</u>
Copies (8.5 x 11")	\$ <u>0.15</u> / each
Copies (8.5 x 14")	\$ <u>0.15</u> / each
Red-line copies	\$ <u>1.00</u> / S.F.
Mylar 24" x 36" (per sheet)	\$ <u>19.05</u> / page
Paper 24" x 36" (per sheet)	\$ <u>3.94</u> / page

# Reimbursable Expenses

**Consultant Name:** D2C Architects, Inc.

(The consultant may copy this page or modify it to conform to the services being offered.)

The additional expenses of the consultant reimbursable by the City shall include:

1. Actual cost of reproduction of drawings and specifications.

The consultant will be required to submit a complete list of pricing reimbursable items.

## List of Expenses

<u>Item</u>	<u>Charge Rate</u>
Photocopies (B&W – 8.5" x 11")	\$0.15
Photocopies (B&W – 11" x 17")	\$0.25
Photocopies (Color – 8.5" x 11")	\$0.55
Photocopies (Color – 11"x 17")	\$1.00
Photography	\$0.19
Reproducible Materials (Sam/Binding)	<del>\$15.00</del>
Long Distance Phone / Fax	\$0.06
Postage and Deliveries	\$35.00
Plots (B&W - Large Scale Format)	\$2.50/SF
Plots (Color – Large Scale Format)	\$5.00/SF

## Reimbursable Expenses

**Consultant Name:** Elevation Consulting Group, Ltd.

(The consultant may copy this page or modify it to conform to the services being offered.)

The additional expenses of the consultant reimbursable by the City shall include:

1. Actual cost of reproduction of drawings and specifications.

The consultant will be required to submit a complete list of pricing reimbursable items.

### List of Expenses

Translucent Bond (24" x 36")	\$5.00 Each
Vellum (24" x 36")	\$10.00 Each
Mylar (24" x 36")	\$17.00 Each
Color Bond (24" x 36")	\$15.00 Each
Color Vellum (24" x 36")	\$17.00 Each
Color Mylar (24" x 36")	\$20.00 Each
Translucent Bond (30" x 42")	\$10.00 Each
Vellum (30" x 42")	\$15.00 Each
Mylar (30" x 42")	\$25.00 Each
Color Bond (30" x 42")	\$20.00 Each
Color Vellum (30" x 42")	\$25.00 Each
Color Mylar (30" x 42")	\$30.00 Each
B/W Scan (24" x 36")	\$10.00 Each
Color Scan (24" x 36")	\$30.00 Each
B/W Scan (30" x 42")	\$15.00 Each
Color Scan (30" x 42")	\$40.00 Each
Photocopies (B/W)	\$0.25/Copy
Photocopies (Color)	\$0.75/Copy
Electronic Files on Drive	\$5.00/Each

## Reimbursable Expenses

**Consultant Name:** enLighten Engineering, LLC

(The consultant may copy this page or modify it to conform to the services being offered.)

The additional expenses of the consultant reimbursable by the City shall include:

1. Actual cost of reproduction of drawings and specifications.

The consultant will be required to submit a complete list of pricing reimbursable items.

### List of Expenses

<u>Item</u>	<u>Charge Rate</u>
Copies (8.5 x 11")	\$ <u>0.10</u> /each
Copies (8.5 x 14")	\$ <u>0.10</u> /each
Red-line copies	\$ <u>1.05</u> / S.F.
Reproducible Materials (30" x 42")	\$ <u>5.67</u> /page

## Reimbursable Expenses

**Consultant Name: Martin/Martin, Inc.**

(The consultant may copy this page or modify it to conform to the services being offered.)

The additional expenses of the consultant reimbursable by the City shall include:

1. Actual cost of reproduction of drawings and specifications.

The consultant will be required to submit a complete list of pricing reimbursable items.

### List of Expenses

<u>Item</u>	<u>Charge Rate</u>
Copies (8.5 x 11")	\$0.04/each
Copies (8.5 x 14")	\$N/A/each
Red-line copies	\$N/A/S.F.
Reproducible Materials	\$N/A/page

#### 1. PLOTTING/PRINTING COSTS

- Photo copies at \$0.04/sheet
- Color photo copies \$0.25/sheet
- Bond Sheets \$0.10/SF
- Mylars at \$3.40/SF
- Color plots \$6.00/SF

#### MISCELLANEOUS EXPENSES

The invoice cost of materials, supplies, reproduction work, and other services, including communication expenses, procured by Martin/Martin from outside sources, at a multiple of 1.1 times cost to Martin/Martin. All out of pocket expenses not included above will be included in this category.



## **Reimbursable Expenses**

**Subconsultant Name: MERRICK & COMPANY**

(The consultant may copy this page or modify it to conform to the services being offered.)

The consultant will be required to submit a complete list of pricing reimbursable items.

### **List of Expenses**

Courier	At Cost
Vehicle mileage (outside Denver metro)	Current Allowable IRS rate
Outside Reproduction	At Cost

## Reimbursable Expenses

**Consultant Name:** Ramirez, Johnson & Associates

(The consultant may copy this page or modify it to conform to the services being offered.)

The additional expenses of the consultant reimbursable by the City shall include:

1. Actual cost of reproduction of drawings and specifications.

The consultant will be required to submit a complete list of pricing reimbursable items.

### List of Expenses

<u>Item</u>	<u>Charge Rate</u>
Copies (8.5 x 11")	\$ <u>0.30</u> /each
Copies (8.5 x 14")	\$ <u>0.65</u> /each
Red-line copies	\$ <u>0.35</u> / S.F.
Reproducible Materials	\$ <u>0.30</u> /page

**Reimbursable  
Expenses**

Firm Name: **San Engineering, LLC**

List of Expenses

Item	Charge Rate
Copies (8.5 x 11")	\$0.15/each
Copies (8.5 x 14")	\$0.25/each
Red-line copies	\$3.00/ S.F.
Reproducible Materials	\$25.00/page

## Reimbursable Expenses

**Consultant Name:** Studio Siembra

(The consultant may copy this page or modify it to conform to the services being offered.)

The additional expenses of the consultant reimbursable by the City shall include:

1. Actual cost of reproduction of drawings and specifications.

The consultant will be required to submit a complete list of pricing reimbursable items.

### List of Expenses

<u>Item</u>	<u>Charge Rate</u>	
Copies (8.5 x 11")	\$ <u>0.10</u> /each	\$0.50/ ea. color
Copies (8.5 x 14")	\$ <u>0.15</u> /each	\$0.50/ ea. color
Red-line copies	\$ <u>At Cost</u> / S.F.	
Reproducible Materials	\$ <u>At Cost</u> /page	
Copies (11" x 17")	\$0.50/ each b&w	\$1.00/ea. color



## Exhibit C On-Call Services TASK ORDER

**NAME OF PROJECT:**

Administered by: PARKS PLANNING, DESIGN AND CONSTRUCTION, DEPARTMENT OF PARKS AND RECREATION  
101 W. COLFAX AVE. DEPT. 900 DENVER, CO 80202 EMAIL: [margaret.lopez@denvergov.org](mailto:margaret.lopez@denvergov.org)

Contractor: OC Contract #: Vendor ID#: Contract Name: On-Call Landscape Architectural Planning, Design, and Related Services	Task Order #: Fund / Org. / Project# / Cap. Program: Retainage for Construction: Yes <input type="checkbox"/> No <input type="checkbox"/> Contract Jaggaer# /PO#:
--	--

It is hereby mutually agreed that when this TASK ORDER has been signed by the contracting parties, the following described scope of work shall be executed by the contractor/consultant in accordance with all contract documents and as herein stipulated and agreed:

All work described in the narrative below, summarized on scope table on next page and in Bid/Proposal, dated \_\_\_\_\_ and attached as Exhibit A.

**Scope:**

The sum, as indicated herein below, constitutes full and complete consideration, payment, and satisfaction to the Contractor for the above-described scope of work, and the Contractor hereby agrees to make no further claims, demands, or requests of any kind whatsoever for further monies, extensions of time, or other consideration for the above-described scope of work to the contract.

**THE CONTRACTOR AGREES** to furnish all services, material and labor and perform all work/tasks required to complete the above-described changes in accordance with requirements for similar work covered by the Work/Task Order, except as otherwise stipulated herein, for the following considerations:

The lump sum of: \$

Task Order Duration:  
 On-Call Contract Expiration Date:  
 Liquidated Damage: \_\_\_\_/day

Contractor: \_\_\_\_\_

Accepted for Contractor/Consultant by: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**USING AGENCY**

I hereby certify that funds are available that will be reserved to pay the Contractor in full for the work to be performed under this WORK/TASK ORDER.

By Using Agency - Administrative or Budget Office \_\_\_\_\_ Date \_\_\_\_\_

**TO/WO CHANGE ORDER APPROVALS**

Approved by PDC Project Manager, \_\_\_\_\_ Date \_\_\_\_\_

Approved by PDC Supervisor, \_\_\_\_\_ Date \_\_\_\_\_

Approved by PDC Assistant Director, \_\_\_\_\_ Date \_\_\_\_\_

**COST SUMMARY FOR CONTRACT NO. -**

Previous Work/Task Orders	\$
Work/Task Order Change Add/Deduct	\$
Net Prior to this Work/Task Order	\$
<u>This Work/Task Order - Add or Deduct</u>	\$
Revised Contract Amount	\$
<u>Maximum Contract Amount</u>	\$
<b>Amount Available</b>	<b>\$</b>

NOTE: No persons shall authorize or perform any of the above until the Work/Task Order has all signatures and has been distributed.

DISTRIBUTION: Auditor, Contract Administration, Parks and Recreation Contract Admin, Parks On-Call Admin, City Engineering (PMO), DSBO, and Contractor.

### SUMMARY LISTING OF THE SCOPE OF WORK

ITEM	PR NO.	DESCRIPTION	COST	BASIS (*)
1		Exhibit A – See Attached	\$	A

**BASIS OF CHANGE**

- A** Using Agency Request
- C** Contractor Request
- D** Design Consultant Request
- F** Field Condition
- X-\_\_\_\_\_** other: \_\_\_\_\_
- X-\_\_\_\_\_** other: \_\_\_\_\_



**Exhibit D  
On-Call Services  
WORK/TASK ORDER CHANGE**

**NAME OF PROJECT:**

Administered by: PARKS PLANNING, DESIGN AND CONSTRUCTION, DEPARTMENT OF PARKS AND RECREATION  
101 W. COLFAX AVE. DEPT. 900 DENVER, CO 80202 EMAIL: [margaret.lopez@denvergov.org](mailto:margaret.lopez@denvergov.org)

Contractor: OC Contract #: Vendor ID#: Contract Name: On-Call Landscape Architectural Planning, Design, and Related Services	Task Order #: Change Order #: Fund / Org. / Project # / Cap. Program:  Contract (PO) #:
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It is hereby mutually agreed that when this WORK/TASK ORDER CHANGE has been signed by the contracting parties, the following described changes shall be executed by the Contractor/Consultant without changing the terms of the Contract except as herein stipulated and agreed:

Modifications to the Work/Task Order described in the narrative below, summarized on scope table on next page and in Bid/Proposal, dated \_\_\_\_\_ and attached as Exhibit A.

*Scope:*

The additional sum, as indicated hereinbelow, constitutes full and complete consideration, payment and satisfaction to the Contractor/Consultant for the above described changes to the work order, and the Contractor/Consultant hereby agrees to make no further claims, demands, or requests of any kind whatsoever for further monies, extensions of time, other consideration for the above described changes to the work order.

**THE CONTRACTOR AGREES** to furnish all services, material and labor and perform all work/tasks required to complete the above described changes in accordance with requirements for similar work covered by the Work/Task Order, except as otherwise stipulated herein, for the following considerations:

Add to the Work/Task Order the sum of:   NA   dollars (\$00.00).

Work/Task Order Revised Completion Date: \_\_\_\_\_

Contractor/Consultant: Design

Accepted for Contractor/Consultant by: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**TASK ORDER NO. 2023XXXX-  
CHANGE ORDER #      COST SUMMARY**

Original Work/Task Order Amount	\$
<u>Previous Change Order Additions &lt;Deductions&gt;</u>	\$
SUB-TOTAL	\$
<u>This Work/Task Order Change - Add &lt;Deduct&gt;</u>	\$
<b>REVISED TOTAL WORK/ TASK ORDER AMOUNT</b>	<b>\$</b>

**COST SUMMARY FOR CONTRACT NO. 2023**

Total of All Work/Task Orders Issued	\$
Previous Work/Task Order Change Add/Deduct	\$
Net Prior to this Change	\$
<u>This Change -- Add &lt;Deduct&gt;</u>	\$
Revised Contract Amount	\$
<u>Maximum Contract Amount</u>	\$
<b>Amount Available</b>	<b>\$</b>

**USING AGENCY**

I hereby certify that funds are available that will be reserved to pay the Contractor in full for the work to be performed under this WORK/TASK ORDER CHANGE.

By Using Agency - Administrative or Budget Office \_\_\_\_\_ Date \_\_\_\_\_

**APPROVALS**

Approved by Project Manager, Name \_\_\_\_\_ Date \_\_\_\_\_

Approved by PDC Manager, Name \_\_\_\_\_ Date \_\_\_\_\_

Approved by PDC Assistant Director, Name \_\_\_\_\_ Date \_\_\_\_\_

NOTE: No persons shall authorize or perform any of the above until the Work/Task Order Change has all signatures and has been distributed.

DISTRIBUTION: Auditor (Contracts), Auditor Import (Prevailing Wage), P&R Contract Administration, Parks On-Call Admin, City Engineering (PMO), DSBO, and Contractor.

LISTING OF CHANGES IN SCOPE OF WORK

ITEM	PR NO.	DESCRIPTION	COST	BASIS(*)
		See Attached		

**BASIS OF CHANGE**

- A Using Agency Request
- C Contractor Request
- D Design Consultant Request
- F Field Condition
- X-\_\_ other: \_\_\_\_\_
- X-\_\_ other: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> PUI Agency of Colorado, Inc. P.O. Box 3412 Littleton, CO 80161	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(720) 465-9116</b> FAX (A/C, No): <b>(248) 553-8305</b> E-MAIL ADDRESS: <b>CKing@profunderwriters.com</b>
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>
	<b>INSURER A : Travelers Property Casualty Co of America</b> <b>25674</b>
	<b>INSURER B : Travelers Indemnity Company of America</b> <b>25666</b>
	<b>INSURER C : Hartford Fire Insurance Co.</b> <b>19682</b>
	<b>INSURER D :</b>
	<b>INSURER E :</b>
	<b>INSURER F :</b>

**INSURED**  
  
**Russell + Mills Studios, Inc.**  
**Craig Russell**  
**506 S. College, Unit A**  
**Fort Collins, CO 80524**

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>			<b>680-8K396362-23-47</b>	<b>5/29/2023</b>	<b>5/29/2024</b>	EACH OCCURRENCE	<b>\$ 1,000,000</b>	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<b>X</b>					DAMAGE TO RENTED PREMISES (Ea occurrence)	<b>\$</b>	
	GEN'L AGGREGATE LIMIT APPLIES PER:							MED EXP (Any one person)	<b>\$ 5,000</b>
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	<b>\$ 1,000,000</b>	
	OTHER:						GENERAL AGGREGATE	<b>\$ 2,000,000</b>	
							PRODUCTS - COMP/OP AGG	<b>\$ 2,000,000</b>	
								<b>\$</b>	
<b>A</b>	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>			<b>680-8K396362-23-47</b>	<b>5/29/2023</b>	<b>5/29/2024</b>	COMBINED SINGLE LIMIT (Ea accident)	<b>\$ 1,000,000</b>	
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY		<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person)	<b>\$</b>	
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY		<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY				BODILY INJURY (Per accident)	<b>\$</b>	
							PROPERTY DAMAGE (Per accident)	<b>\$</b>	
							<b>\$</b>		
<b>A</b>	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>			<b>CUP-6S487044-23-47</b>	<b>5/29/2023</b>	<b>5/29/2024</b>	EACH OCCURRENCE	<b>\$ 1,000,000</b>	
	<input type="checkbox"/> EXCESS LIAB		<input checked="" type="checkbox"/> OCCUR CLAIMS-MADE				AGGREGATE	<b>\$</b>	
	DED <input checked="" type="checkbox"/>	RETENTION \$	<b>10,000</b>					<b>\$ 1,000,000</b>	
<b>B</b>	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			<b>UB-0N954031-23-42</b>	<b>2/4/2023</b>	<b>2/4/2024</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	<b>\$</b>	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<b>Y / N</b>	<b>N</b>				E.L. EACH ACCIDENT	<b>\$ 1,000,000</b>	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	<b>\$ 1,000,000</b>	
							E.L. DISEASE - POLICY LIMIT	<b>\$ 1,000,000</b>	
<b>C</b>	<b>Professional Liab</b>			<b>34 OH 0478506-22</b>	<b>9/15/2022</b>	<b>9/15/2023</b>	<b>Each Claim</b>	<b>2,000,000</b>	
<b>C</b>	<b>Professional Liab</b>			<b>34 OH 0478506-22</b>	<b>9/15/2022</b>	<b>9/15/2023</b>	<b>Aggregate</b>	<b>2,000,000</b>	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Formal Proposal No. #202265800 for On-Call Landscape Architecture Design and Related Services

The City and County of Denver, its elected and appointed Officials, Employees, and Volunteers are additional insured on general and automobile liability as required by contract.

**CERTIFICATE HOLDER****CANCELLATION**

City and County of Denver Parks and Recreation  
 201 West Colfax Ave. Dept. 602  
 Denver, CO 80202

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE